

Voluntary Action North Somerset Limited
(A Charitable Company Limited by Guarantee)

Annual Report and Financial Statements

For the Year Ended 31 March 2020

Company Number: 03466492
Charity Registered in England and Wales Number: 1065916

Voluntary Action North Somerset Limited

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Voluntary Action North Somerset Limited

Reference and Administrative Details

For the Year Ended 31 March 2020

Charity Name Voluntary Action North Somerset Limited

Trustee Directors
K Headdon
D Lloyd-Evans
N Salter
K Scott
S Shillabeer

Chief Executive P Lucock

Registered Office
Weston Court
Oldmixon Crescent
Weston-Super-Mare
North Somerset
BS24 9AU

Independent Examiner
Michelle Ferris FCA
Albert Goodman LLP
Goodwood House
Blackbrook Park Avenue
Taunton
Somerset
TA1 2PX

Bankers
CAF Bank
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Voluntary Action North Somerset Limited

Trustee Directors' Report

For the Year Ended 31 March 2020

The trustees, who are also directors for the purposes of the Companies Act, present their report and the unaudited financial statements of the charity for the year ended 31 March 2020.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's memorandum and articles of association, the Statement of Recommended Practice (SORP FRS 102- implemented 1 January 2015), and are in accordance with the special provision relating to small companies within Part 15 of the Companies Act 2006.

Structure, governance and management

Governing document

The charity is controlled by its governing document, dated 30th November 1997, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006. In the event of the company being wound up, members liability is restricted to £10. The charity, commonly known as VANS, is a registered charity number 1065916 and a company limited by guarantee number 03466492.

Recruitment and appointment of new trustees

The directors of the company are also charity trustees for the purpose of charity law. The following trustees served during the year and since the year end:

K Headdon
T Lamb (resigned 23 December 2019)
D Lloyd-Evans
N Salter
A Smith (resigned 23 December 2019)
K Scott
S Shillabeer
P Lucock (resigned 31 August 2019)

Processes for the election of the trustees are covered by the Articles and there is a policy and procedures for the co-option of the trustees.

We seek to have a board of trustees which has a good understanding of the voluntary, community and social enterprise sector and is representative of our diverse membership. In addition, we seek to have trustees with relevant business experience to ensure that we are compliant with our fiduciary responsibilities. Trustees can be co-opted or elected at the AGM. No external body has the right to appoint trustees.

Induction and training of new trustees

To help Trustees understand their role and responsibilities an induction pack has been developed that supports trustees new to the role. The Chair conducts an annual 'conversation' with each trustee and holds four trustee seminars per year covering relevant issues. Trustees are encouraged to keep themselves up to date with Charity legislation, through relevant third party websites and through attending training when required.

Voluntary Action North Somerset Limited

Trustee Directors' Report

For the Year Ended 31 March 2020

Organisational structure

Voluntary Action North Somerset is overseen by the Board of Trustees. As charity trustees they are responsible for complying with all relevant legislation applicable to charities. This includes the registration, keeping proper accounts and making returns to the Charity Commission as appropriate. The Committee meets a minimum of four times a year to review performance and key risks with additional ad-hoc meetings being held if required.

Day to day responsibility for the running of the organisation is delegated to the Chief Executive Officer and the team of paid staff.

Wider network

Whilst maintaining its independence, VANS works together with many other organisations - local, regional and national to achieve its objectives. These include the North Somerset CEO Leaders group, The West of England Civil Society Partnership, North Somerset Healthwatch, North Somerset Clinical Commissioning Group, North Somerset Council, North Somerset Community Partnership, National Council for Voluntary Organisation and the National Association for Voluntary and Community Action. VANS as an organisation is viewed as champions for meaningful collaborative partnership working.

Related parties

The charity is a member of The National Association for Voluntary and Community Action and the National Association of Voluntary Organisations incorporating Volunteer England.

As agreed by the board of trustees, the chief executive officer holds the position of Director of the West of England Civil Society Community Interest Company.

Risk Management

The trustees have a duty to identify and review risk to which the charity is exposed and to ensure appropriate mitigations are in place to provide reasonable assurance against malpractice and error. The Board of Trustees has identified the major risks to which they believe the organisation may be exposed, these are reviewed dependent on need and systems implemented to mitigate against them.

Covid19 – Clearly Covid19 will have an impact on all areas previously identified and the board has taken steps to consider the mitigations against the known and potential risks stemming from the pandemic.

The main areas of risk that have been identified are:

- Achieving long term financial sustainability – although much of this is determined by the continuation of ongoing SLA's, a pipeline of projects aligning to the strategic plan is regularly monitored. Additional funds will be sought to overcome the short-term challenges of Covid19 with regular in year reviews taking place to measure progress.
- Changing needs and expectations of funders, clients, and the public – this is a continual risk, reviewed regularly with sense checks undertaken on CEO and staff performance, relationship management and ongoing 360 feedback with relevant stakeholders to monitor perceptions.
- Compliance with legal frameworks – as an accredited volunteer centre, our ability to meet the requirements of our awarding body and reaccreditation are vital to maintain such status. An in year internal evaluation is undertaken of all systems, processes, and policies to ensure adherence.

Voluntary Action North Somerset Limited

Trustee Directors' Report

For the Year Ended 31 March 2020

- Finance and Accounting – an inhouse bookkeeper is now employed to oversee internal financial management. New financial processes have been implemented including a three-stage verification process involving the company treasurer and CEO, which provides a strong and robust financial process within the charity. An independent examiner from Albert Goodman has been appointed to perform the examination in this financial year.

Objectives and Activities

Objectives and aims

The charity's objects and principal activities are to:

Promote any charitable purposes for the benefit of the community in the area and in particular the advancement of education, the protection of health and the relief of poverty sickness and distress. Promote and organise co-operation in the achievement of the above purposes and to that end:

- a) to advise and support persons willing to volunteer
- b) to promote volunteering and community involvement and provide a centre
- c) to promote advise and support voluntary and community organisations
- d) to bring together in council representatives of voluntary and community organizations and statutory authorities within the area of benefit
- e) to cooperate and work in partnership with other organizations and statutory authorities
- f) to represent the interests of voluntary and community organisations

The work employed to assist the charity in meeting these objectives includes the following:

- Operating the Volunteer Centre for North Somerset. This provides a volunteering brokerage service, offers good practice support to voluntary, community and social enterprise groups and organisations. It campaigns on volunteering issues. The Volunteer Centre has achieved the Volunteering Centre Quality Accreditation (VCQA) mark for providing exemplary volunteering related services.
- Providing a range of capacity building services to the voluntary, community and social enterprise sectors to ensure that they can set up, develop, raise funds and become sustainable.
- Delivering a variety of forums and networks that enable the voluntary, community and social enterprise sector to come together and facilitate a strong communication process with public and private sectors.
- Representing the voluntary, community and social enterprise sector on a number of local strategic initiatives, particularly the North Somerset Partnership, the North Somerset People and Communities Board and the West of England Civil Society Partnership.

Public benefit

VANS as an organisation meets the Charity Commission's public benefit criteria under both the advancement of citizenship and community development headings. All the projects that VANS delivers are designed by funders to deliver specific public benefit.

The trustees state that they have complied with their duty to have due regard to the commissions public benefit guidance when exercising any powers or duties to which guidance is relevant. The trustees also confirm that they have complied with section 17(5) of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission.

Voluntary Action North Somerset Limited

Trustee Directors' Report

For the Year Ended 31 March 2020

Achievement and Performance

Charitable activities

The main areas of charitable activity are the provision of capacity building, strategic development and volunteering related services, to individuals, voluntary, community and social enterprise sector groups and organisations in North Somerset. Another primary role is to act as voluntary sector representatives on a number of strategic forums. VANS is contracted to deliver volunteer coordination services to North Somerset Community Partnership, North Somerset Council and North Somerset Clinical Commissioning Group.

Key achievements

VANS continues to work closely with our commissioners at North Somerset Council and the Bristol North Somerset South Gloucester Clinical Commissioning Group, and with community health contract provider North Somerset Community Partnership as a strategic representative for the voluntary, community and social enterprise (VCSE) sector.

As part of this infrastructure VANS facilitates forums, including but not exclusively; N-Somerset Leaders Forum, VCSE Children and Young People's Forum and the Volunteer Coordinators Network for N-Somerset. This provides a strategic platform and voice for the VCSE sector to be represented at a commissioner level. VANS represents the sector on regional boards, including but not exclusively; Health and Wellbeing Board, Community Safety Partnership, and Integrated Health Boards for two N-Somerset Localities.

In line with VANS Facilitated Projects, we continue to oversee volunteer initiatives throughout community health care settings and children's centres. Alongside which, the Big Lottery funded VANS Reclaim Domestic Abuse Counselling Service has relaunched and successfully delivered counselling services to residents across N- Somerset. Our flagship Online Volunteer Centre remains a vital outreach tool enabling volunteers to access local volunteering opportunities and VCSE's to get to people

Over and above providing direct business support to the VCSE sector, we deliver consultancy-based programmes aligning to VCSE infrastructure. In year this included the North Somerset Online Directory Data Refresh and the Phase 1 pilot of the Hydration Project, commissioned through the local authority.

Our sector is facing ever increasing demand for services. Working in a challenging and competitive funding environment means that there is increased pressure for services to be agile and innovate, whilst working collaboratively with partners to deliver the best outcomes for people. At VANS we aim to stimulate these opportunities whilst enabling the sector to grow, allowing VCSE to be independent and effectively deliver high quality services to the people that they support. VANS is committed to working in partnership, whilst retaining its status as the VCSE Infrastructure lead for N-Somerset.

Financial Review

The last 12 months has been a period of stabilisation for the organisation following the deficit (£44k) that was reported in 2018/19. As a result of actively seeking new funding streams and the delivery of cost reductions over the past year the current year's deficit has been reduced to £1,728. Despite the fact that the last two years have resulted in a deficit the board of trustees are satisfied that VANS as an organisation remains a going concern and that the strategic plan that has been put in place over the last 12 months will ensure a robust and sustainable organisation for the future.

Voluntary Action North Somerset Limited

Trustee Directors' Report

For the Year Ended 31 March 2020

As the year drew to a close the United Kingdom was placed in lockdown to protect its citizens in the light of the COVID pandemic. As a result, VANS as an organisation had to reorient its services to meet the new demands placed on volunteering services across the area. The flexibility of the staff team and the key contract funders enabled this to happen quickly and ensured that VANS as an organisation remained the key focal point for the Voluntary sector.

However, the COVID 19 pandemic has impacted the pipeline of activities that were planned for 2020/21 with a number of key contracts either being postponed or cancelled. This has necessitated a detailed review of the 2020/2021 budget. Emergency COVID funding to support the organisation has been obtained from a number of funders and in view of this whilst the trustees consider there will be a short-term financial impact as a result of COVID19 with the ongoing support of funders the board of trustees are satisfied that this will not impact on the long-term operation of the organisation.

Reserves policy

The trustees examine the charity's requirements for reserves in light of the main risks to the organisation. Unrestricted reserves are needed to deal with possible expenditure which could arise, and which is not provided for in the annual budgeting process. This could include emergency repairs or replacement of essential equipment or significant loss of revenue streams.

The trustees have agreed a reserves policy and consider it a prudent objective that long term a level of Operating reserves, equal to at least 6 months of charitable expenditure as set out on the budget for the forthcoming year – circa £45k, should be maintained. However, in the light of the COVID 19 pandemic and the impact that such an event could have on the organisation the Board of Trustees are currently considering whether this should now be extended to 12 months circa £95k.

As the current level of reserves falls below the Operating Reserve Fund level that has been agreed by the Board of trustees, the aim will be to restore the Operating Reserve Fund to the agreed level over the following four financial years. The Operating Reserve Fund is funded with surplus unrestricted operating funds. In order to restore the Operating Reserve Fund to the agreed level the organisation will look to increase the level of projects undertaken, undertake fund raising, increasing earned income through the development of internal revenue streams and ensure that expenditure is kept to a minimum.

Investment Policy

Voluntary Action North Somerset's Income and Expenditure is small and as a consequence the organisation does not have sufficient funds to invest in longer-term investments such as stocks and shares. The Organisation has therefore adopted a low risk strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies. Reserves and funding received in advance for projects are held in an interest-bearing deposit account with our bankers, Charities Aid Foundation Bank.

Principle Funding Sources

The principle funding sources for the charity were commissions from North Somerset Council and the North Somerset Community Partnership. The funding from these bodies was for delivery of services. In total £154k was received as a result of grants and contracts with a further £4k (training and consultancy) and £6k donations being received (£3k of those being "in kind" by way of a rent free period).

There are no related party transactions and all principal funding sources are shown in the notes of the financial activities.

Voluntary Action North Somerset Limited

Trustee Directors' Report

For the Year Ended 31 March 2020

Plans for future periods

VANS Strategic Plan for 2020-21 takes a holistic approach to providing advice and guidance to the sector in an advisory capacity, whilst maintaining a pipeline of projects which meet our overall objectives and/or address demand where market failure may exist. Our aim is not to duplicate but to collaborate and nurture those organisations best placed to deliver services.

Our people are our main asset, in line with this we will work to develop the staff, trustees and our volunteers to achieve positive outcomes for the individuals and organisations that we represent.

Our focus for the coming year in line with our current strategic plan will be to:

- Strengthen the infrastructure offer to the sector, providing VCSE's with timely support and guidance
- Enable the sector to have a strong voice ensuring that the needs of N-Somerset are met
- Further our outreach through proactive communications and effective consultation
- Expand our project base and partnership opportunities to raise the profile of volunteers
- Be the catalyst for change by helping to maximise the potential of funding to the sector

The Covid19 pandemic has had an impact on the whole sector and will continue for many months to come. As the VSCE infrastructure body for N-Somerset we intend to work directly with commissioners, funders and the VCSE sector to expand provision to meet changing demand and identify new opportunities where possible.

Our strategic role in influencing will be vital to stabilising, securing and strengthening the sector as we move through the next year.

Statement of Trustees Responsibilities

The trustees (who are also directors of Voluntary Action North Somerset for the purposes of company law) are responsible for preparing the Trustees' Report (incorporating the directors' report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

Voluntary Action North Somerset Limited

Trustee Directors' Report

For the Year Ended 31 March 2020

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report has been prepared in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Approved by order of the board on..... and signed on their behalf by:

.....
D Lloyd-Evans

.....
N Salter

Independent examiners report to the Trustees of Voluntary Action North Somerset Limited

I report to the charity trustees on my examination of the accounts of Voluntary Action North Somerset Limited ("the Company") for the year ended 31 March 2020.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not comply with these records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a "true and fair view" which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

.....
Michelle Ferris FCA
Albert Goodman LLP
Goodwood House
Blackbrook Park Avenue
Taunton
Somerset
TA1 2PX

Date:

Voluntary Action North Somerset Limited

Statement of Financial Activities (including an Income and Expenditure account)

For the Year Ended 31 March 2020

	Notes	Unrest- ricted Funds £	Rest- ricted Funds £	Total 2020 £	Unrest- ricted Funds £	Rest- ricted Funds £	Total 2019 £
Income from:							
Donations and general grants	2	5,820	-	5,820	3,000	-	3,000
Charitable activities	3	6,082	152,436	158,518	152,144	-	152,144
Other trading activities		-	-	-	6,918	-	6,918
Investment income	4	89	-	89	70	-	70
Other		-	-	-	525	-	525
Total income		11,991	152,436	164,427	162,657	-	162,657
Expenditure on:							
Charitable expenditure	5	22,087	144,581	166,668	207,029	-	207,029
Total expenditure		22,087	144,581	166,668	207,029	-	207,029
Net income/(expenditure) before transfers		(10,096)	7,855	(2,241)	(44,372)	-	(44,372)
Transfer between funds	11	-	-	-	-	-	-
Net movement in funds		(10,096)	7,855	(2,241)	(44,372)	-	(44,372)
Reconciliation of funds							
Fund balances at 01 April 2019		13,447	-	13,447	57,819	-	57,819
Fund balances at 31 March 2020	11	3,351	7,855	11,206	13,447	-	13,447

The results for the year derive from continuing activities and there are no gains or losses other than those shown above.

The statement of financial activities incorporates the income and expenditure account.

Voluntary Action North Somerset Limited - Company Registration Number: 03466492

Balance Sheet

As at 31 March 2020

	Notes	2020	2019
		£	£
Fixed assets			
Tangible fixed assets	7	-	-
Current assets			
Debtors	8	175	1,950
Cash at bank and in hand	9	64,838	68,870
		<u>65,013</u>	<u>70,820</u>
Creditors			
Amounts falling due within one year	10	(53,807)	(57,373)
Net current assets		<u>11,206</u>	<u>13,447</u>
Net assets		<u><u>11,206</u></u>	<u><u>13,447</u></u>
Funds			
Unrestricted funds			
General funds	11	3,351	13,447
Restricted funds	11	7,855	-
Net assets		<u><u>11,206</u></u>	<u><u>13,447</u></u>

These accounts have been prepared and delivered in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

For the year in question, the charitable company was entitled to exemption from an audit under section 477 of the Companies Act 2006.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act.

The trustees/directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

Approved by the Board of Trustees for issue on and signed on their behalf by:

.....
D Lloyd-Evans
Trustee

.....
N Salter
Trustee

Voluntary Action North Somerset Limited

Notes to the Financial Statements

For the Year Ended 31 March 2020

1 Accounting Policies

1.1 General information and basis of accounting

Voluntary Action North Somerset is a company limited by guarantee incorporated in the United Kingdom under the Companies Act. The maximum liability of each member is limited to £10. The address of the registered office is given on page 2. The nature of the charity's operations and its principal activities are set out in the Trustees report on pages 3-9.

The financial statements have been prepared in £ sterling on the historical cost basis and in accordance with 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)- (Charities SORP (FRS 102)) and the Companies Act 2006.

The charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

1.2 Income

All income is included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income. The valuation of donated services is not quantified within the Statement of Financial Activities.

Donation income is received by way of general grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable.

Income from grants, relating to specifically the provision of goods or services as part of charitable activities or services to clients are included in full in the Statement of Financial Activities when receivable and in the period in which they relate to. Grants are deferred when the monies have been received in advance of the period in which they relate to.

Other trading activities income includes income relating to fundraising and is included in the Statement of Financial Activities when receivable.

Investment income is included when receivable.

Other income is recognised in the accounts when receivable and relates to staff secondment income, various expenditure reimbursements and training delivery.

Voluntary Action North Somerset Limited

Notes to the Financial Statements

For the Year Ended 31 March 2020

1.3 Government grants

Government grants are accounted for when unconditionally due and reasonable assurance can be gained that it will be received. Where funds are received in advance, for a specified period, these funds are deferred and recognised in the period to which they relate. Where funds have not been received in a specified period, these funds will be accrued in debtors and recognised in the period to which they relate. Not all grants received have conditions and performance indicators attached, where this is the case, the income is included within donations. Performance related grants are included within Charitable Activities income.

1.4 Donated services

In accordance with the Charities SORP (FRS 102), unpaid volunteer time is not recognised in the financial statements. Where services have been donated to the charity, these are recognised on the basis of the value of the gift to the charity, with a corresponding entry in both donations income and the relevant expenditure line.

1.5 Expenditure

Expenditure is recognised on an accruals basis as a liability is incurred. All expenditure is gross of VAT which cannot be recovered and is reported as part of the expenditure to which it relates.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services to its clients. Direct costs are allocated to such activities and those costs of an indirect nature necessary to support them are shown as contributions to core expenditure.

Other support costs include those costs associated with meeting the constitutional and statutory requirements of the charity.

1.6 Fixed assets

Depreciation is calculated to write off the cost of fixed assets over their estimated useful lives at the following rate:-

Fixtures and fittings – 20% per annum straight line basis

Fixed assets are valued at cost less depreciation.

1.7 Debtors

Accrued income is recognised at the settlement amount due and prepayments are valued at the amount prepaid.

1.8 Cash at bank and in hand

Cash at bank and in hand comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

1.9 Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are recognised at their settlement amount.

Voluntary Action North Somerset Limited

Notes to the Financial Statements

For the Year Ended 31 March 2020

1.10 Taxation

The organisation is a registered charity and is therefore not liable to corporation tax to the extent that income and gains are applied to the charitable objectives of the charity.

1.11 Pension contributions

The charity operates a defined contribution pension scheme. The scheme and its assets are held by independent managers. Contributions are recognised in the Statement of Financial Activities in the period in which they become payable in accordance with the rules of the scheme.

1.12 Allocation of costs

A pre-determined amount of overhead expenditure on each project is calculated and transferred from the project to overheads as a contribution.

1.13 Fund accounting

General funds are unrestricted funds receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets this criterion is charged to the fund, together with a fair allocation of management and support costs.

1.14 Operating leases

Leases in which substantially all the risks and rewards of ownership are retained by the lessor are classified as operating leases. Rentals payable under operating leases are charged to the Statement of Financial Activities as incurred over the term of the lease.

1.15 VAT

The charity is not VAT registered and therefore all costs are inclusive of VAT.

1.16 Financial instruments

The charity only holds basic financial instruments as defined in FRS 102. The financial assets and liabilities of the charity and their measurements are as follows:

Financial assets – trade and other debtors are basic financial instruments and are debt instruments measured at amortised cost and details in note 14. Prepayments are not financial instruments.

Cash at bank – is classified as a basic financial instrument and is measured at face value.

Financial liabilities – trade creditors, accruals and other creditors are financial instruments, and are measured at amortised cost and detailed in note 14. Taxation and social security are not included in the financial instruments disclosure definition. Deferred income is not deemed to be a financial liability, as the cash settlement has already taken place and there is an obligation to deliver services rather than cash or another financial instrument.

1.17 Covid-19

The Trustees have considered the implication of the Covid-19 pandemic on the operations of the charity. The charity has been able to continue to deliver the majority of its services remotely and has attracted additional funding to enable a response to an increase in demand. Taking into account all reasonable circumstances, the Trustees believe that the charity remains a going concern and no adjustments to the accounts are necessary.

2 Donations and general grants

	Unre- stricted funds	Rest- ricted funds	Total 2020	Unre- stricted funds	Rest- ricted funds	Total 2019
Donations						
Donations & gifts	5,820	-	5,820	3,000	-	3,000
	<u>5,820</u>	<u>-</u>	<u>5,820</u>	<u>3,000</u>	<u>-</u>	<u>3,000</u>
The income above is made up of:						
Received in year	23,918	-	23,918	3,000	-	3,000
Deferred income carried forward	(18,098)	-	(18,098)	-	-	-
	<u>5,820</u>	<u>-</u>	<u>5,820</u>	<u>3,000</u>	<u>-</u>	<u>3,000</u>

Where grants are received in advance, for a specified period, these funds are deferred and recognised in the period to which they relate.

Voluntary Action North Somerset Limited

Notes to the Financial Statements

For the Year Ended 31 March 2020

3 Incoming resources from charitable activities

	Unre- stricted funds £	Rest- ricted funds £	Total 2020 £	Unre- stricted funds £	Rest- ricted funds £	Total 2019 £
Grants:						
CAMHS*	-	-	-	36,080	-	36,080
Big Lottery Fund	-	16,363	16,363	-	-	-
N. Som Community Partnership*	-	29,500	29,500	29,552	-	29,552
Children's Centres*	-	17,324	17,324	17,323	-	17,323
Homestart	-	6,214	6,214	14,000	-	14,000
Bridging the Gap*	-	12,000	12,000	13,300	-	13,300
People and Communities*	-	10,077	10,077	10,800	-	10,800
Infrastructure Development*	-	10,077	10,077	10,800	-	10,800
Quartet Community Foundation	-	2,000	2,000	7,465	-	7,465
N. Som Online Directory*	-	32,468	32,468	4,684	-	4,684
Wessex Water	-	4,300	4,300	-	-	-
Support Alliance	-	-	-	3,526	-	3,526
PHE VCSE STP Project*	1,900	750	2,650	1,925	-	1,925
ICS Police*	-	2,000	2,000	-	-	-
NSPB Realising Potential	-	-	-	1,472	-	1,472
Syrian Refugees NSC Contract*	-	-	-	1,217	-	1,217
Hydration*	-	6,357	6,357	-	-	-
C&YP Mental Health*	-	3,006	3,006	-	-	-
Other charitable activities:						
Advertising services	325	-	325	-	-	-
Consultation, events & training	159	-	159	-	-	-
Other services	3,698	-	3,698	-	-	-
	6,082	152,436	158,518	152,144	-	152,144

Voluntary Action North Somerset Limited

Notes to the Financial Statements

For the Year Ended 31 March 2020

The income shown above is made up of:

Received in year	6,082	112,645	118,727	57,189	56,441	113,630
Deferred income brought forward	-	56,441	56,441	94,955	-	94,955
Deferred income carried forward	-	(16,650)	(16,650)	-	(56,441)	(56,441)
Accrued income brought forward	-	-	-	-	-	-
Accrued income carried forward	-	-	-	-	-	-
	<u>6,082</u>	<u>152,436</u>	<u>158,518</u>	<u>152,144</u>	<u>-</u>	<u>152,144</u>

Where grants are received in advance, for a specified period, these funds are deferred and recognised in the period to which they relate.

* denotes amounts received from government. See note 16 for more information.

4 Investment income

	Unre- stricted funds	Rest- stricted funds	Total 2020	Unre- stricted funds	Rest- stricted funds	Total 2019
	£	£	£	£	£	£
Bank interest	<u>89</u>	<u>-</u>	<u>89</u>	<u>70</u>	<u>-</u>	<u>70</u>

Voluntary Action North Somerset Limited

Notes to the Financial Statements

For the Year Ended 31 March 2020

5 Charitable expenditure

	Unres- tricted	Res- tricted	Total 2020	Unres- tricted	Res- tricted	Total 2019
	£	£	£	£	£	£
Staff costs						
Staff salaries	47,687	49,824	97,511	96,639	-	96,639
Consultancy	-	1,302	1,302	-	-	-
Training	45	25	70	852	-	852
Travel	418	1,026	1,444	1,424	-	1,424
HR service	2,706	-	2,706	2,194	-	2,194
Recruitment expenses	-	-	-	1,625	-	1,625
Other staff costs	288	401	689	873	-	873
Infrastructure costs						
Insurance	781	-	781	908	-	908
Advertising	-	-	-	265	-	265
IT costs	4,824	-	4,824	3,545	-	3,545
Postage, printing and stationery	1,578	-	1,578	1,663	-	1,663
Rent and services charges	7,866	-	7,866	7,328	-	7,328
Telephone	6,998	342	7,340	6,386	-	6,386
Subscriptions	1,728	-	1,728	388	-	388
Office equipment	-	-	-	234	-	234
Direct project costs	66	31,739	31,805	74,200	-	74,200
Finance and governance costs						
Accountancy fees	6,211	-	6,211	7,036	-	7,036
Independent Examination fees	360	-	360	-	-	-
Legal and professional fees	35	30	65	35	-	35
Bank charges	61	-	61	60	-	60
Membership	327	-	327	454	-	454
Other governance costs	-	-	-	920	-	920
	81,979	84,689	166,668	207,029	-	207,029
Contributions to core expenditure	(59,892)	59,892	-	-	-	-
	22,087	144,581	166,668	207,029	-	207,029

6 Employees and employment costs

	2020	2019
	£	£
Wages and salaries	94,844	92,162
Employer's NI	2,104	3,984
Pension contributions	563	493
	<u>97,511</u>	<u>96,639</u>

Defined contribution pension scheme

The company operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the company to the scheme and amounted to £563 (2019: £493). Contributions totalling £82 (2019: £23) were payable to the scheme at the end of the year and are included in creditors.

No individual employee was paid over £60,000 (2019: none).

No remuneration was paid to any Trustees during the year (2019: none). No expenses were reimbursed to the Trustees by the charity during the year (2019: none).

The key management personnel of the charity is considered to be the Chief Executive. The total costs to the charity of employee benefits for the key management personnel were £21,984 (2019: £39,233).

The average monthly head count was 6 staff (2019: 5 staff).

Voluntary Action North Somerset Limited
Notes to the Financial Statements
For the Year Ended 31 March 2020

7 Tangible fixed assets

	Fixtures & Fittings £	Total £
Cost		
As at 01 April 2019	35,332	35,332
Additions	-	-
Disposals	-	-
	<hr/>	<hr/>
As at 31 March 2020	35,332	35,332
	<hr/>	<hr/>
Depreciation		
As at 01 April 2019	35,332	35,332
Elimination on disposal	-	-
Charge for year	-	-
	<hr/>	<hr/>
As at 31 March 2020	35,332	35,332
	<hr/>	<hr/>
Net book value		
As at 31 March 2020	-	-
	<hr/> <hr/>	<hr/> <hr/>
As at 31 March 2019	-	-
	<hr/> <hr/>	<hr/> <hr/>

8 Debtors

	2020 £	2019 £
Trade debtors	175	1,950
	<hr/>	<hr/>
	175	1,950
	<hr/> <hr/>	<hr/> <hr/>

9 Cash at bank and in hand

	2020 £	2019 £
Bank balances	64,839	68,870
	<hr/>	<hr/>
	64,839	68,870
	<hr/> <hr/>	<hr/> <hr/>

10 Creditors: Amounts falling due within one year

	2020	2019
	£	£
Trade creditors	12,471	348
Other creditors	1,495	134
Accruals & deferred income	39,841	56,891
	<u>53,807</u>	<u>57,373</u>

Deferred income

	2020	2019
	£	£
Deferred income at 01 April 2019	56,441	94,955
Released from previous years	(56,441)	(94,955)
Resources deferred in the year	34,748	56,441
Deferred income at 31 March 2020	<u>34,748</u>	<u>56,441</u>

Where grants are received in advance, for a specified period, these funds are deferred and recognised in the period to which they relate.

Voluntary Action North Somerset Limited

Notes to the Financial Statements

For the Year Ended 31 March 2020

11 Statement of funds

	Balance				Balance
	01.04.19	Income	Expenditure	Transfers	31.03.20
	£	£	£	£	£
Unrestricted funds					
General unrestricted funds	13,447	11,991	(22,087)		3,351
Total unrestricted funds	13,447	11,991	(22,087)	-	3,351
Restricted funds					
Big Lottery Healing Hearing	-	16,363	(16,363)	-	-
Bridging the Gap	-	12,000	(12,000)	-	-
Children & Young People's Group	-	2,750	-	-	2,750
C&YP Mental Health	-	3,006	(1,301)	-	1,705
Children's Centres Co-ordinator	-	17,324	(17,324)	-	-
Homestart	-	6,214	(6,214)	-	-
Hydration Foundation	-	6,357	(6,357)	-	-
ICS Police	-	2,000	-	-	2,000
Infrastructure development	-	10,077	(10,077)	-	-
N. Som Community Partnership	-	29,500	(29,500)	-	-
NSOD	-	32,468	(32,468)	-	-
People and Communities	-	10,077	(10,077)	-	-
Wessex Water	-	4,300	(2,900)	-	1,400
Total restricted funds	-	152,436	(144,581)	-	7,855
Total funds	13,447	164,427	(166,668)	-	11,206

Voluntary Action North Somerset Limited

Notes to the Financial Statements

For the Year Ended 31 March 2020

11 Statement of funds- prior year

	Balance 01.04.18 £	Income £	Expenditure £	Transfers £	Balance 31.03.19 £
Unrestricted funds					
General unrestricted funds	57,819	162,656	(207,028)	-	13,447
Total unrestricted funds	57,819	162,656	(207,028)	-	13,447
Total restricted funds	-	-	-	-	-
Total funds	57,819	162,656	(207,028)	-	13,447

- The general unrestricted fund represents the unrestricted funds of the charity at the year end.
- The Big Lottery Healing Hearing fund provides restricted funding for two self-employed counselling co-ordinators, together with a contribution towards the running costs for this project.
- The Bridging the Gap fund provides restricted funding to provide mentoring opportunities for young people, and to support a minimum of six events through the year for young people and parents/carers, in order to enhance confidence and recognise their positive contribution to society.
- The Children and Young People's Group Fund, and Mental Health Fund, represent restricted funding to identify and address key challenges being faced in this sector.
- The Children's Centre Co-ordinator represent restricted funding for the employment of a volunteer co-ordinator, and to provide volunteering opportunities in Children's Centres across North Somerset.
- The Homestart Fund provides restricted funding to support a local community network of trained volunteers and expert support in North Somerset, helping families with young children through challenging times
- The Hydration Pilot Project Fund is restricted purely to assist with the development of innovative approaches to maintaining hydration in the elderly living in care homes across North Somerset.
- The ICS Police Community Fund is restricted to enable development of a "Have No Fear, Volunteer" guidance booklet to promote and support ex-offenders into volunteering.
- Infrastructure Development is funds received from North Somerset Council to support infrastructure development against a Service Level Agreement.
- The North Somerset Community Partnership Fund represents restricted funding to support a Community Health Volunteer post and the provision of related services.
- NSOD Fund presents restricted funding to support the management and development of the Online Directory of Support Services for service users and volunteers across North Somerset.
- The People and Communities fund is amounts from North Somerset Council to support strategic people and communities infrastructure development.
- The Wessex Water Money Matters grant provides restricted funding to deliver training which helps people to improve their financial capability and encourage responsible payment behaviour for the services they receive, with the desire to make a long-term difference to the target beneficiaries.

Voluntary Action North Somerset Limited

Notes to the Financial Statements

For the Year Ended 31 March 2020

12 Analysis of net assets between funds

	Unre- stricted funds	Rest- stricted funds	Total 2020	Unre- stricted funds	Rest- stricted funds	Total 2019
	£	£	£	£	£	£
Tangible assets	-	-	-	-	-	-
Current assets	22,410	42,603	65,013	70,820	-	70,820
Current liabilities	(19,059)	(34,748)	(53,807)	(57,373)	-	(57,373)
	<u>3,351</u>	<u>7,855</u>	<u>11,206</u>	<u>13,447</u>	<u>-</u>	<u>13,447</u>

13 Financial commitments

At 31 March 2020 the charity was committed to making the following payments under non-cancellable operating leases:

	2020		2019	
	Land and buildings	Other	Land and buildings	Other
	£	£	£	£
Less than 1 year	3,933	2,275	7,866	2,275
1 – 5 years	-	6,811	-	7,574
Greater than 5 years	-	378	-	1,890
	<u>3,933</u>	<u>9,464</u>	<u>7,866</u>	<u>11,739</u>

14 Financial instruments

Categorisation of financial instruments

	2020	2019
	£	£
Financial assets that are debt instruments measured at amortised cost	65,014	70,820
	<u>65,014</u>	<u>70,820</u>
Financial liabilities measured at amortised cost	17,564	798
	<u>17,564</u>	<u>798</u>

There were no items of income, expense, gains or losses to report (2019 – none).

15 Related parties

During the year, the charity subcontracted a part time Chief Executive from North Somerset Council. This individual, P Lucock, had previously been a trustee and resigned to enable him to take up this role.

The charity took the decision to sub-contract the individual as it was the most efficient decision for the charity, both operationally and financially. Mr Lucock did not directly benefit from this arrangement, but his employer, North Somerset Council, received £14,905 (2019 - £nil) for reimbursement of payroll costs.

16 Government grants

Income from government grants comprise grants made by local authorities to fund the principal activities and objectives of the charity via core funding and funding for specific restricted projects. No performance related grants recognised in income have had any unfulfilled conditions or any other contingencies attaching to them. See note 3 for more information. Government grants received during the year amounted to £125,459 (2019: £125,681).

17 Company limited by guarantee

The company was incorporated as a company limited by guarantee and has no share capital. The guarantee to the company is £10 per member on the winding up of the company. At 31 March 2020 the company had five members and the total amount guaranteed is therefore £50.