

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

Annual Report and Financial Statements

For the Year Ended 31 March 2021

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

Voluntary Action North Somerset Limited

Contents

For the Year Ended 31 March 2021

	<u>Page</u>
Reference and Administrative Details	2
Trustee Directors' Report	3 – 9
Independent Examiners' Report	10
Statement of Financial Activities	11
Balance Sheet	12
Notes to the Financial Statements	13 – 27

Voluntary Action North Somerset Limited

Reference and Administrative Details

For the Year Ended 31 March 2021

Charity Name Voluntary Action North Somerset Limited

Trustee Directors
S Green
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 2021

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 2021.

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 2019), 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:

S Green (appointed 21 September 2020, resigned 27 July 2021)
K Headdon (resigned 1 September 2020)
D Lloyd-Evans
N Salter
K Scott
S Shillabeer

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 (VCSE) 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.

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.

Voluntary Action North Somerset Limited

Trustee Directors' Report

For the Year Ended 31 March 2021

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

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 Leaders Forum, North Somerset Wellbeing Collective, The West of England Civil Society Partnership, BNSSG Clinical Commissioning Group, North Somerset Council and Sirona care and health. VANS as an organisation is viewed as a champion for meaningful collaborative partnership working.

Related parties

The charity is a member of The National Association for Voluntary and Community Action (NAVCA) and the National Association of Voluntary Organisations (NCVO), incorporating Volunteer England.

As agreed by the board of trustees, the Chief Executive holds the positions of Director of the West of England Civil Society Community Interest Company and Director of the North Somerset Wellbeing Collective.

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 – has had 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 contracts, a pipeline of projects aligning to the charity's strategic ambitions is regularly monitored by trustees. Additional funding was sought to overcome the short-term challenges of Covid19, with regular in year reviews throughout to continually 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 consistent feedback from 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 re-accreditation are vital to maintain such status. An in year internal evaluation is undertaken of all systems, processes, and policies to ensure adherence.
- Finance and Accounting – an inhouse bookkeeper is employed to oversee internal financial management alongside our treasurer. An independent examiner from Albert Goodman has been appointed to perform the examination in this financial year.
- Governance and Policy – to maintain a functional board, additional trustees will be recruited with suitable skills and experience to support the strategic direction of the charity. Alongside which, a full governance and policy review will be completed to ensure that the charity demonstrates best practice in all we do.

Voluntary Action North Somerset Limited

Trustee Directors' Report

For the Year Ended 31 March 2021

Objectives and Activities

Vision, Aims and Objects

VANS work towards the "Vision" that:

Everyone in North Somerset will be encouraged and supported to engage in some form of volunteering, supporting people in communities around them, whilst enhancing their own health and well-being.

Our "Mission Statement":

To represent, develop and empower the voluntary, community, faith, and social enterprise sector in North Somerset, to be at the forefront of positive social change and development.

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 organisations 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.

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 projects delivered by VANS 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.

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 Sirona Care and Health and North Somerset Council, alongside volunteer brokerage through the North Somerset Online Volunteer Centre.

Voluntary Action North Somerset Limited

Trustee Directors' Report

For the Year Ended 31 March 2021

Key achievements

As the umbrella organisation for the Voluntary, Community and Social Enterprise (VCSE) sector for North Somerset, VANS plays a key role in supporting charitable, community interest and unconstituted groups to meet the needs of people in our communities.

The year saw successes with funding achieved from Quartet Community Foundation and CAF Bank to enable the coordination of a Covid19 Community Response programme, alongside funding provided through North Somerset Council to resource small community organisations to apply for grants focussed on the delivery of mental health provision.

VANS played a key role strategically leading as part of the local emergency response infrastructure supported by a small contribution through our national partners at NAVCA. A second funding pot awarded through the Quartet Express Grant enabled additional small grants to be provided through the North Somerset Together partnership, covering costs for micro and unconstituted groups providing support through the pandemic.

This year saw a refresh of the VANS brand with a new logo commissioned and the redevelopment of the VANS website to modernise its look and functionality. This was enabled through the Government funded small business support grant scheme.

The national Big Lottery Community Fund Covid19 Response fund was instrumental for the charity to build financial resilience with the reinstatement of the charity reserves. In addition, the fund enabled the expansion of the VANS managed Reclaim Domestic Abuse service and the development of an Autism Family Liaison pilot for North Somerset delivered through our partners at Bridging The Gap Together! CIC.

Other project funding included monies received from the Police and Crime Commissioner Domestic Abuse fund to continue the growth of Reclaim and other funds through infrastructure support projects working in partnership with community organisations such as Churchill and Langford Minibus Society and developer St Modwen Homes in Weston-super-Mare.

The pipeline of projects for 2021-22 has strengthened the position of the VANS to further secure its position through the next financial year.

Financial Review

Financial results for the 2020/21 financial year were significantly impacted by the Covid pandemic as a result of the national lockdown put in place by the government to protect its citizens. VANS as an organisation had to quickly reorient its services to meet the new demands placed on volunteering services across the area including putting in place support for the local hubs that were established to provide assistance for local communities to meet the challenges that the pandemic brought. The flexibility of the staff team together with that of our key contract funders enabled this to happen quickly and ensured that VANS as an organisation remained the key focal point for the Voluntary sector during the pandemic.

As a direct result of the Covid pandemic the pipeline of activities planned for 2020/21 were impacted with a number of key contracts either being postponed or cancelled. This necessitated an early and detailed review of the 2020/2021 budget to ensure that VANS as an organisation was in a position to continue to support the voluntary sector across the area.

Voluntary Action North Somerset Limited

Trustee Directors' Report

For the Year Ended 31 March 2021

Applications for emergency COVID funding were successful made to a number of funders including CAF Bank, Quartet, NAVCA and the National Lottery. The funding from the National Lottery providing support that covered the base infrastructure costs of the organisation for a six-month period. The quick turn around and receipt of this emergency funding was key in ensuring the VANS could continue to operate at full capacity throughout the whole of the financial year.

Overall, with the support of our key contract funders and the emergency COVID funding received the financial position of the organisation has been stabilised. As a result, VANS is able to report an improved financial position with operational reserves at circa 85% of the level set by the trustees – 12 months of the charitable expenditure.

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.

Given the experience of the Covid pandemic and the impact that such a future event could have on the organisation the Trustees consider it a prudent objective that long term a level of Operating reserves, equal to at least 12 months of charitable expenditure as set out on the budget for the forthcoming year – circa £100k, should be maintained.

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 two 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 principal funding sources for the charity were commissions from North Somerset Council and Sirona. The funding from these bodies was for delivery of services. Additional income of £45.4k was generated from the range of projects undertaken by the charity throughout the year.

Emergency grants and support payments to help to sustain the organisation during the Covid pandemic totalling £72.2k were received

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 2021

Plans for future periods

VANS Strategic Plan for 2021-22 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 2021

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 2021.

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 BSc (Hons) FCA DChA
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 2021

	Notes	Unrest- ricted Funds £	Rest- ricted Funds £	Total 2021 £	Unrest- ricted Funds £	Rest- ricted Funds £	Total 2020 £
Income from:							
Donations and general grants	2	601	-	601	5,820	-	5,820
Charitable activities	3	33,164	246,389	279,553	6,082	152,436	158,518
Other trading activities		-	-	-	-	-	-
Investment income	4	26	-	26	89	-	89
Other		-	-	-	-	-	-
Total income		33,791	246,389	280,180	11,991	152,436	164,427
Expenditure on:							
Charitable expenditure	5	50,883	133,038	183,921	22,087	144,581	166,668
Total expenditure		50,883	133,038	183,921	22,087	144,581	166,668
Net income/(expenditure) before transfers		(17,092)	113,351	96,259	(10,096)	7,855	(2,241)
Transfer between funds	11	98,844	(98,844)	-	-	-	-
Net movement in funds		81,752	14,507	96,259	(10,096)	7,855	(2,241)
Reconciliation of funds							
Fund balances at 01 April 2020		3,351	7,855	11,206	13,447	-	13,447
Fund balances at 31 March 2021	11	85,103	22,362	107,465	3,351	7,855	11,206

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 2021

	Notes	2021	2020
		£	£
Fixed assets			
Tangible fixed assets	7	-	-
Current assets			
Debtors	8	59,879	175
Cash at bank and in hand	9	203,673	64,838
		<u>263,552</u>	<u>65,013</u>
Creditors			
Amounts falling due within one year	10	(156,087)	(53,807)
Net current assets		<u>107,465</u>	<u>11,206</u>
Net assets		<u><u>107,465</u></u>	<u><u>11,206</u></u>
Funds			
Unrestricted funds			
General funds	11	85,103	3,351
Restricted funds	11	22,362	7,855
Net assets		<u><u>107,465</u></u>	<u><u>11,206</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 2021

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 2019)- (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 2021

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 2021

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.

Voluntary Action North Somerset Limited

Notes to the Financial Statements

For the Year Ended 31 March 2021

2 Donations and general grants

	Unre- stricted funds	Rest- ricted funds	Total 2021	Unre- stricted funds	Rest- ricted funds	Total 2020
Donations						
Donations & gifts	601	-	601	5,820	-	5,820
	<u>601</u>	<u>-</u>	<u>601</u>	<u>5,820</u>	<u>-</u>	<u>5,820</u>
	<u><u>601</u></u>	<u><u>-</u></u>	<u><u>601</u></u>	<u><u>5,820</u></u>	<u><u>-</u></u>	<u><u>5,820</u></u>
The income above is made up of:						
Received in year	18,699	-	18,699	23,918	-	23,918
Deferred income carried forward	(18,098)	-	(18,098)	(18,098)	-	(18,098)
	<u>601</u>	<u>-</u>	<u>601</u>	<u>5,820</u>	<u>-</u>	<u>5,820</u>
	<u><u>601</u></u>	<u><u>-</u></u>	<u><u>601</u></u>	<u><u>5,820</u></u>	<u><u>-</u></u>	<u><u>5,820</u></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 2021

3 Incoming resources from charitable activities

	Unre- stricted funds £	Rest- ricted funds £	Total 2021 £	Unre- stricted funds £	Rest- ricted funds £	Total 2020 £
Grants:						
Big Lottery Fund	-	18,933	18,933	-	16,363	16,363
Big Lottery Fund Covid-19	-	47,657	47,657	-	-	-
N. Som Community Partnership*	-	-	-	-	29,500	29,500
Children's Centres*	-	19,324	19,324	-	17,324	17,324
Homestart	-	-	-	-	6,214	6,214
Bridging the Gap*	-	23,300	23,300	-	12,000	12,000
People and Communities*	-	-	-	-	10,077	10,077
Infrastructure Development*	-	27,598	27,598	-	10,077	10,077
Quartet Community Foundation	-	19,500	19,500	-	2,000	2,000
N. Som Online Directory*	-	-	-	-	32,468	32,468
Wessex Water	-	-	-	-	4,300	4,300
PHE VCSE STP Project*	-	-	-	1,900	750	2,650
ICS Police*	-	-	-	-	2,000	2,000
Hydration*	-	-	-	-	6,357	6,357
C&YP Mental Health*	4,980	4,890	9,870	-	3,006	3,006
CAF Bank	-	8,250	8,250	-	-	-
Churchil & Landford Minibus	6,000	-	6,000	-	-	-
N Som NHS Trust	-	13,436	13,436	-	-	-
PCC for Avon and Somerset*	-	4,451	4,451	-	-	-
Sirona Care	-	46,800	46,800	-	-	-
St Modwens	-	12,250	12,250	-	-	-
Other grants < £5,000*	20,333	-	20,333	-	-	-
Other charitable activities:	-	-	-	-	-	-
Advertising services	1,425	-	1,425	325	-	325
Consultation, events & training	136	-	136	159	-	159
Other services	290	-	290	3,698	-	3,698
	33,164	246,389	279,553	6,082	152,436	158,518

Voluntary Action North Somerset Limited

Notes to the Financial Statements
For the Year Ended 31 March 2021

The income shown above is made up of:

Received in year	43,164	349,048	392,212	6,082	112,645	118,727
Deferred income brought forward	-	16,650	16,650	-	56,441	56,441
Deferred income carried forward	(10,000)	(119,309)	(129,309)	-	(16,650)	(16,650)
Accrued income brought forward	-	-	-	-	-	-
Accrued income carried forward	-	-	-	-	-	-
	<u>33,164</u>	<u>246,389</u>	<u>279,553</u>	<u>6,082</u>	<u>152,436</u>	<u>158,518</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 2021	Unre- stricted funds	Rest- stricted funds	Total 2020
	£	£	£	£	£	£
Bank interest	26	-	26	89	-	89

Voluntary Action North Somerset Limited

Notes to the Financial Statements

For the Year Ended 31 March 2021

5 Charitable expenditure

	Unres- tricted £	Res- tricted £	Total 2021 £	Unres- tricted £	Res- tricted £	Total 2020 £
Staff costs						
Staff salaries	79,411	38,392	117,803	47,687	49,824	97,511
Consultancy	-	-	-	-	1,302	1,302
Training	59	-	59	45	25	70
Travel	103	19	122	418	1,026	1,444
HR service	2,730	-	2,730	2,706	-	2,706
Recruitment expenses	-	-	-	-	-	-
Other staff costs	1,413	594	2,007	288	401	689
Infrastructure costs						
Insurance	793	-	793	781	-	781
Advertising	-	-	-	-	-	-
IT costs	7,320	1,337	8,657	4,824	-	4,824
Postage, printing and stationery	1,260	-	1,260	1,578	-	1,578
Rent and services charges	1,188	-	1,188	7,866	-	7,866
Telephone	4,976	555	5,531	6,998	342	7,340
Subscriptions	224	-	224	1,728	-	1,728
Office equipment	-	-	-	-	-	-
Direct project costs	3,958	34,023	37,981	66	31,739	31,805
Finance and governance costs						
Accountancy fees	4,850	-	4,850	6,211	-	6,211
Independent Examination fees	360	-	360	360	-	360
Legal and professional fees	35	-	35	35	30	65
Bank charges	69	-	69	61	-	61
Membership	252	-	252	327	-	327
Other governance costs	-	-	-	-	-	-
	109,001	74,920	183,921	81,979	84,689	166,668
Contributions to core expenditure	(58,118)	58,118	-	(59,892)	59,892	-
	50,883	133,038	183,921	22,087	144,581	166,668

Voluntary Action North Somerset Limited

Notes to the Financial Statements

For the Year Ended 31 March 2021

6 Employees and employment costs

	2021	2020
	£	£
Wages and salaries	115,136	94,844
Employer's NI	2,104	2,104
Pension contributions	563	563
	<u>117,803</u>	<u>97,511</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 (2020: £493). Contributions totalling £82 (2020: £82) were payable to the scheme at the end of the year and are included in creditors.

No individual employee was paid over £60,000 (2020: none).

No remuneration was paid to any Trustees during the year (2020: none). No expenses were reimbursed to the Trustees by the charity during the year (2020: 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 (2020: £21,984).

The average monthly head count was 6 staff (2020: 6 staff).

Voluntary Action North Somerset Limited

Notes to the Financial Statements

For the Year Ended 31 March 2021

7 Tangible fixed assets

	Fixtures & Fittings £	Total £
Cost		
As at 01 April 2020	35,332	35,332
Additions	-	-
Disposals	-	-
	<hr/>	<hr/>
As at 31 March 2021	35,332	35,332
	<hr/>	<hr/>
Depreciation		
As at 01 April 2020	35,332	35,332
Elimination on disposal	-	-
Charge for year	-	-
	<hr/>	<hr/>
As at 31 March 2021	35,332	35,332
	<hr/>	<hr/>
Net book value		
As at 31 March 2021	-	-
	<hr/> <hr/>	<hr/> <hr/>
As at 31 March 2020	-	-
	<hr/> <hr/>	<hr/> <hr/>

8 Debtors

	2021 £	2020 £
Trade debtors	59,879	175
	<hr/>	<hr/>
	59,879	175
	<hr/> <hr/>	<hr/> <hr/>

9 Cash at bank and in hand

	2021 £	2020 £
Bank balances	203,673	64,838
	<hr/>	<hr/>
	203,673	64,838
	<hr/> <hr/>	<hr/> <hr/>

Voluntary Action North Somerset Limited

Notes to the Financial Statements

For the Year Ended 31 March 2021

10 Creditors: Amounts falling due within one year

	2021	2020
	£	£
Trade creditors	2,532	12,471
Other creditors	4,528	1,495
Accruals & deferred income	149,027	39,841
	<u>156,087</u>	<u>53,807</u>

Deferred income

	2021	2020
	£	£
Deferred income at 01 April 2020	34,748	56,441
Released from previous years	(16,650)	(56,441)
Resources deferred in the year	129,309	34,748
Deferred income at 31 March 2021	<u>147,407</u>	<u>34,748</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 2021

11 Statement of funds

	Balance				Balance
	01.04.20	Income	Expenditure	Transfers	31.03.21
	£	£	£	£	£
Unrestricted funds					
General unrestricted funds	3,351	33,791	(50,883)	98,844	85,103
Total unrestricted funds	3,351	33,791	(50,883)	98,844	85,103
Restricted funds					
Healing Hearing:					
Big Lottery	-	18,933	(19,263)	330	-
PCC for Avon and Somerset	-	4,451	(4,045)	(406)	-
Big Lottery Covid-19	-	47,657	-	(47,657)	-
Bridging the Gap	-	23,300	(11,126)	(1,713)	10,461
CAF Bank	-	8,250	(4,747)	(3,503)	-
Children & Young People's Group	2,750	4,890	(6,890)	(750)	-
C&YP Mental Health	1,705	-	-	(1,705)	-
C&YP Wellbeing	-	11,250	(7,185)	(4,065)	-
Children's Centres Co-ordinator	-	19,324	(14,285)	(5,039)	-
ICS Police	2,000	-	-	(1,500)	500
Infrastructure development	-	27,598	(25,183)	(2,415)	-
N. Som NHS Trust	-	13,436	(2,035)	-	11,401
Quartet CF - Covid Response	-	8,250	(6,257)	(1,993)	-
Sirona Care	-	46,800	(27,035)	(19,765)	-
St Modwens	-	12,250	(4,987)	(7,263)	-
Wessex Water	1,400	-	-	(1,400)	-
Total restricted funds	7,855	246,389	(133,038)	(98,844)	22,362
Total funds	11,206	280,180	(183,921)	-	107,465

Voluntary Action North Somerset Limited

Notes to the Financial Statements

For the Year Ended 31 March 2021

11 Statement of funds- prior year

	Balance 01.04.19 £	Income £	Expenditure £	Transfers £	Balance 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

- 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.
- Big Lottery Covid19 refers to funding received from The National Lottery Community Fund to maintain the core service offer, to enhance the Reclaim numbers and launch an Autism Family Support pilot through Bridging the Gap Together! during the Covid19 pandemic.
- 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.
- CAF Bank refers to funding received from Charities Aid Foundation from the Coronavirus Emergency Fund to build on the VANS Community Response through Covid19 pandemic.
- 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.
- C&YP Wellbeing funding was received from North Somerset Council to build on the work of the Children, Young People and Families Forum enabling a review of VCSE activity and starting to build a network of Trusted Relationships.

Voluntary Action North Somerset Limited

Notes to the Financial Statements

For the Year Ended 31 March 2021

- 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.
- North Bristol NHS Trust funding is for the delivery of the vaccination volunteers programme across Bristol, North Somerset and South Gloucestershire (BNSSG) from April 2021.
- 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.
- PCC for Avon and Somerset funding is received for the Reclaim Project (previously known as Healing Hearing).
- The People and Communities fund is amounts from North Somerset Council to support strategic people and communities infrastructure development.
- Quartet CF – Covid Response is funding received from Quartet Community Foundation from the Coronavirus Emergency Fund to enable the development and delivery of the VANS Community Response at the start of the Covid19 pandemic.
- Sirona Care is funding received for the coordination of the Sirona care and health community health volunteers programme.
- St Mowden is funding received to support a community development programme at Locking Parklands in Weston-super-Mare.
- 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.

Note – transfers have been made where funds have been released to core. These are either within the terms of the grant agreements/contracts or with the agreement of funders.

Voluntary Action North Somerset Limited

Notes to the Financial Statements

For the Year Ended 31 March 2021

12 Analysis of net assets between funds

	Unre- stricted funds £	Rest- stricted funds £	Total 2021 £	Unre- stricted funds £	Rest- stricted funds £	Total 2020 £
Tangible assets	-	-	-	-	-	-
Current assets	103,783	159,769	263,552	22,410	42,603	65,013
Current liabilities	(18,680)	(137,407)	(156,087)	(19,059)	(34,748)	(53,807)
	<u>85,103</u>	<u>22,362</u>	<u>107,465</u>	<u>3,351</u>	<u>7,855</u>	<u>11,206</u>

13 Financial commitments

At 31 March 2021 the charity was committed to making the following payments under non-cancellable operating leases:

	2021		2020	
	Land and buildings £	Other £	Land and buildings £	Other £
Less than 1 year	1,188	2,275	3,933	2,275
1 – 5 years	-	4,914	-	6,811
Greater than 5 years	-	-	-	378
	<u>1,188</u>	<u>7,189</u>	<u>3,933</u>	<u>9,464</u>

14 Financial instruments**Categorisation of financial instruments**

	2021 £	2020 £
Financial assets that are debt instruments measured at amortised cost	263,552	65,013
	<u>263,552</u>	<u>65,013</u>
Financial liabilities measured at amortised cost	4,152	17,564
	<u>4,152</u>	<u>17,564</u>

There were no items of income, expense, gains or losses to report (2020 – none).

Voluntary Action North Somerset Limited

Notes to the Financial Statements

For the Year Ended 31 March 2021

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 £29,017 (2020 - £14,905) 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 £87,523 (2020: £125,459).

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 2021 the company had five members and the total amount guaranteed is therefore £50.