



**Richmond upon Thames
Council for Voluntary Service**

Company limited by Guarantee No. 3730089
And Registered Charity No. 1075259

**Trustees Report and
Statement of Financial Activities**

1 April 2020 – 31 March 2021

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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

The Trustees, who are also directors for the purposes of company law, have pleasure in presenting their report and the financial statements for the charitable company for the year ended 31 March 2021. The Trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) (effective 1 January 2019).

Registered Company number
3730089 (England and Wales)

Registered Charity number
1075259

Registered office
RHACC
Parkshot
Richmond TW9 2RE

TRUSTEES/DIRECTORS OF THE CHARITY & COMPANY

Mr N McEwen - Chair
Ms C Spicer - Vice Chair
Mr N Dowler – Treasurer
Mr P Wright
Ms J Crichton
Mr A Procter
Mr G Sheridan

Director

Ms K Williamson

Finance

Sutton CVS Community Accountancy Service

Bankers

Unity Trust Bank, Nine Brindley Place, Birmingham B1 2HB

Independent Examiner

Mr Andrew Wells, FMAAT
Andrew M Wells Accountancy,
99 Western Road,
Lewes
BN7 1RS

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006. Richmond Council for Voluntary Service (Richmond CVS) is a company limited by guarantee governed by a Memorandum and Articles of Association dated 10th March 1999. Membership of Richmond CVS is open to local voluntary and community organisations that comply with the criteria for membership.

Recruitment and appointment of new Trustees

The Trustee Board is made up of not less than four and no more than ten persons elected by Richmond CVS members at the Annual General Meeting. The Trustee Board is also able to co-opt up to five additional members to fill skills gaps. At each Annual General Meeting, one-third of the Trustee Board, both elected and co-opted, retire but all are eligible for re-election. No elected or co-opted member of the Trustee Board serves for more than six consecutive years. However, members may be eligible for re-election or co-option for a period or periods not exceeding three consecutive years, with the prior approval of the Trustee Board. The Trustee Board elects a Chair, Vice-Chair, Secretary, Treasurer and any other officers it wishes. The Chair and Vice-Chair hold office for no more than six consecutive years. There are two nominees of the London Borough of Richmond-upon-Thames who may attend Trustee Board meetings as observers – during the 2020-21 year, there were no nominees.

Induction and training of new Trustees

New Trustees are provided with an induction programme led by the Director and are also provided with a copy of the Memorandum and Articles of Association, and the latest Annual Report and Accounts. The programme includes a briefing on their obligations under company and charity law, the decision-making processes within Richmond CVS, details of sub-committees of the Board, the Business Plan, and details of recent financial performance. They also have the opportunity to meet employees. Trustees are also encouraged to participate in appropriate external training events where these will facilitate the undertaking of their role.

Organisational structure

The Board of Trustees, which can have up to 15 members, governs the charity. The Board meets at least quarterly and there are Sub-Committees covering finance and human resources. Sub-Committees have Terms of Reference which delegate some decision-making powers to them and they may also receive ad-hoc delegated powers from the Trustee Board. A Director is appointed by the Trustees to manage the day-to-day operations of the charity. Assisted by other members of the staff team, the Director will meet with and advise the Trustee Board and the Sub-Committees.

Risk management

In line with the Trustees' policy, Richmond CVS aims to implement full best practice in terms of risk control, focusing on:

- Strategic planning with in-built contingency
- Maintenance of a risk register
- Internal quality assurance
- Continuing re-evaluation of the impact of internal change and environmental factors on the sustainability of Richmond CVS' work programmes

The Board of Trustees is satisfied that these processes enable the identification of major risks to which the charity is exposed.

Richmond CVS's Vision and Mission Statement

Richmond CVS's Vision is of strong, vibrant communities that are open, inclusive and at the heart of local life.

Richmond CVS's Mission

Richmond CVS is the membership body for voluntary and community groups in Richmond, providing leadership, infrastructure and capacity building support.

Richmond CVS's Mission is to provide strong effective leadership to:

- Work for the community, supporting a robust and sustainable voluntary sector, which meets local need
- Facilitate positive partnership working
- Strengthen, support and enable volunteering and community action
- Empower community groups and individuals to influence and contribute to their community

Richmond CVS works in partnership with CVS colleagues in other boroughs, particularly in South West London (Kingston, Merton, Sutton, Croydon and Wandsworth). The London CVS Directors' network and London Volunteer Centre Network are facilitated by London Plus and both meet quarterly to exchange information and discuss opportunities for collaborative working.

The Statement of Financial Activities for the year is set out on page 17 of the financial statements. A summary of the financial results and the work of the charity are set out below.

Public Benefit

The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission in determining the activities undertaken by the Charity. The following sections demonstrate our provision of public benefit.

CHAIR'S REPORT

The Covid 19 Pandemic and its repercussions dominated our activities in this year, as it did for so many others. By April 2020, the Richmond CVS staff team had quickly adapted to working from home and were providing additional support and information to local groups and communities as well as working closely with statutory partners. This included helping groups to gain emergency funding and producing a range of resources, particularly for the three thousand plus additional volunteers who wanted to help in their community; the local response from both people and voluntary groups was remarkable.

The team soon established an online training and events programme which proved very popular; in particular the network sessions, whether for CEOs, trustees or other staff, demonstrated that peer support was vital in dealing with the extraordinary pressures. We ran online sessions on a range of topics during the year including funding and human resources which were very well received. We organised our first online Trustee recruitment events in October which were very successful in gaining more trustees for our local groups and are an example of how innovative the team were in adapting to changed circumstances, just like so many of the amazing voluntary organisations we have in our borough.

Throughout the year, effective partnership working was key to the support provided to the local community. From Richmond CVS' perspective we are particularly grateful to Richmond Council for its support to us and the wider voluntary sector, as well as support from Achieving for Children and South West London CCG. Richmond CVS co-hosted a series of online partnership events for the VCS which provided information to the sector on a range of relevant topics including Covid vaccinations and planning for returning to face to face work.

While the year had many challenges, we were very fortunate to not lose income due to the Pandemic, in fact, there were some savings which we will be investing in next year's work as we continue to support the sector. The Council have informed us that they will be undertaking a recommissioning process for a new VCS infrastructure contract and we are hopeful that this will be a collaborative process, following two previous competitive procurements in the last decade. A new longer term contract would give us more financial security and the opportunity to plan further ahead to help the local sector thrive.

The board and I are grateful to the staff team for all their extraordinary efforts during this year, they have worked extremely hard to support our fantastic local voluntary and community sector. I would also like to thank my fellow trustees for their time and contributions.

Nigel McEwen
Chair

RICHMOND CVS's ACTIVITIES AND ACHIEVEMENTS IN 2020-2021 - KEY HIGHLIGHTS**Strategic Leadership, Representation and Voice; facilitating positive partnership working**

The work we undertake within this remit includes regular communication with people involved in the local sector; strategic meetings with statutory partners; information and network events for local groups and one to one meetings. A lot of voluntary groups are involved in some aspect of health and care work which is a key function of the Council and Clinical Commissioning Group too therefore part of our work focuses on this area.

Our online communications work increased significantly as a result of the Pandemic and subsequent lockdown. Our regular bulletins to voluntary groups became more frequent with 18 mailings going out to groups between April and June. Our open rates are always above the Mailchimp industry average as our audience is engaged with us but we saw a further increase during this time to more than 30%. Similarly our audience on Social Media increased too with more than 5,000 profile visits. The number of people visiting our website increased to almost 19,000 and the majority were first time visitors, 36% were through a Google search and 31% through a direct search using the site name. 34% of page visits were to the volunteering related pages. Our communications work also expanded the way we use online resources with increased use of Eventbrite which assisted our Zoom network meetings and events.

All our network meetings were online in this financial year. We held three CEO Network meetings which were well received and enabled attendees to share information, hear relevant updates on the Pandemic and subsequently transitioning back to face to face delivery and gain welcome peer support at a stressful time. Feedback included: 'I very much value these sessions – it helps our community'.

We worked closely with the Council in terms of support and information for local groups, including regular, proactive attendance at the cross sector Covid 19 Community response group which facilitated effective partnership working to support people in the community. We also co-hosted several online Covid 19 information events with statutory partners for the voluntary sector to help groups remain updated and prepared for the various challenges. As a result of the specific Covid 19 events, we only held two Health and Wellbeing Network Meetings in the year which included updates on proposed changes to the health system; new Integrated Care Systems (ICS) will be in effect from April 2022. National guidance indicates the ICS will increase the role of the voluntary and community sector. We are linked into discussions about the developing South West London ICS.

During the pandemic, we continued to connect with our voluntary sector partners outside of Richmond to assist with the exchange of information and expertise. This included our neighbouring CVS's; London Plus and NAVCA and through these links we did join the Voluntary and Community Sector Emergencies Partnership (VCSEP), aimed at helping to join up voluntary sector activity, respond to local need and enhance the profile of local infrastructure with Government and national partners.

Supporting a robust and sustainable voluntary sector to provide locally needed, quality services

Our capacity building service provides information, advice and training to local organisations and groups, most of them have an income under £100,000. Support covers a wide range of topics especially funding, governance, finance to HR, start ups and legal structures. In this year we delivered 287 1:1 advice sessions to 128 groups and 24 training sessions were delivered to 325 attendees. We know that through this support, more than £1.3m was secured by groups delivering support in Richmond.

At the beginning of the April, our main focus was supporting the local voluntary sector to respond to the pandemic and the demands placed on their operations. One key area of work was the Job Retention Scheme, in which we provided advice and support to help staff and trustees of local charities to understand the scheme and how to use it. This support included a webinar and further work with an HR consultant and Russell-Cooke LLP.

Additionally, we worked with a digital fundraising consultant to create a two-part webinar to help local groups fundraise during lockdown. We delivered extra funding sessions which were booked via Eventbrite. These helped attendees to identify and apply for grants, explore online events, and improve their digital fundraising practice.

We continued to review funding bids and provide advice on sources, strategy, and other types of fundraising. Our work continued to show strong outcomes and impact in the levels of funding secured by local groups. When organisations were unsuccessful with their bids, we worked with them to identify other funding for their capital projects.

During one-to-one advice sessions, there were many enquiries surrounding health and safety, returning to work, and restarting activity safely. This work was supported heavily by the council's health and safety, facilities and environmental health teams. Governance was also a main focus of one-to-one advice sessions. We referred five groups to Russell-Cooke for free legal advice, which included fundraising bonds, data protection, advice on a data breach, and more complex governance queries.

Start up support, and safeguarding also became main topics of one-to-one advice sessions. Many new groups approached us regarding council funds. Additionally, many groups applying for funds had to submit a safeguarding policy, and either didn't have one or had an outdated one, so we ensured that groups understood safeguarding and their responsibilities and helped with developing appropriate safeguarding policies.

Comments/feedback following 1:1 support:

"We are most grateful to Richmond CVS for linking us up with Claudia - she has been a superb mentor and helped us clarify our partnership and then focus on finding the right project to get us going."

"Julie was really approachable, knowledgeable and extremely helpful. I came away feeling more confident and with tasks to complete to help us with fundraising. Very clear ideas on how to proceed - most useful session ever. Thank you..."

Feedback following training:

"The course caused me to change my understanding of what it is to be a charity, has improved my knowledge of the key legal aspects of trusteeship and the areas I need to understand and be watchful of in my role as a trustee." Introduction to Trusteeship Part 2

Strengthening volunteering and community action

Our volunteering service helps volunteers to find suitable opportunities and supports organisations to find the right volunteers and trustees. We deliver advice and training to support and promote best practice and raise the profile of volunteering and trusteeship.

As a result of Covid-19, there were many ad hoc volunteer roles and different ways of helping, such as donating food and old computers. Other roles involved shopping, telephone befriending and collecting prescriptions. We have also helped recruitment at a mass scale; one organisation recruited 140 new volunteers, many of whom became regular volunteers.

Other roles that we recruited for included qualified and experienced mini-bus drivers, trained counsellors, helpline volunteers, mentors, and volunteers offering language skills.

A survey was sent out to the 3,000 potential volunteers who registered on our volunteering database from mid-March to the end of May 2020 to help as part of the response to the pandemic. 81% managed to find a way to help during the pandemic, while 28% joined a local group set up to respond to Covid-19. A third had started volunteering with a new organisation, while just over a quarter of the respondents had never volunteered before.

As time progressed, our volunteering newsletters included some non-Covid volunteer roles which worked well for some organisations but even in late September, we still featured some very important Covid-19 roles for groups which were still generating a strong response. Similarly, some of the neighbourhood care groups, who were finding that demand for their services was very strong, sought more drivers and shoppers. From January 2021, we responded to requests from local GPs for volunteer marshals to help with the rollout of the vaccine programme and this was successfully managed via specific mailings.

Our first online Volunteer Coordinators' Forum facilitated valuable peer support and ideas and resources about involving volunteering especially around safe recruiting and safeguarding to be shared. Feedback following the Volunteer Coordinators' Forum 2020:

"It was useful to realise that volunteering continues to be challenged by Covid-19 and that the approach taken by my own organisation is one taken by seemingly most organisations represented on the Zoom meeting."

"Thank you for putting this event on. It is much needed as I felt people have felt isolated with their issues. It sparked some ideas for ways forwards."

While some volunteer support staff in local groups were furloughed during the Pandemic we still had 131 attendees at the range of online training that we organized during the year. We were also able to provide 1:1 support via the telephone to more than 220 individuals who wanted a discussion about potential volunteering roles.

We helped many groups find new trustees at this challenging time, including some new Chairs for boards. One organisation recruited four new trustees via our newsletter and database. Supporting this recruitment when trustee boards have been under such pressure to provide leadership through the crisis has been key and we have worked closely with trustee boards to provide a very joined-up service. This includes identifying recruitment needs, recruiting new trustees, providing training and ongoing support, and the learning and networking opportunities of the trustee network.

We ran two Trustee Recruitment Events in October, each of which had themes so that potential trustees could book one or both evenings depending on their interests. 26 charities took part across both evenings, with a total of around 160 potential trustees. Afterwards, attendees received reminders of the charities they heard from and links to make direct contact with them. We also created a special edition of our volunteer newsletter which went out to over 3,000 potential volunteers and featured the links to the videos of the events. The whole initiative eventually resulted in at least 40 new trustees for local organisations.

Comments/feedback from potential trustees:

“Very well organised and an interesting selection of organisations. Gave me an excellent insight to these organisations, the people who represent them and what Trustee positions might be available. Well done Richmond CVS!”

“Great idea mixing personal experiences of being a trustee and "pitches" by specific trustees. Very impressed by the use of technology - probably better than doing it live in a room.”

Comments/feedback from organisations:

“I think this translated to the online format really well, so while face to face is preferable, this is a good alternative if we must continue this way.”

Community Involvement

Strong Community Involvement leads to responsive health and social care that delivers the outcomes and accountability that local people want. We work in partnership with local people, Richmond Council, the Clinical Commissioning Group, Healthwatch Richmond and voluntary and community organisations as well as partners in South West London. We always use co-productive approaches that value partners equally.

This year was notable for the impact of the pandemic upon local involvement. Development of Integrated Care Systems (ICS) also accelerated sharply and it was necessary to focus on how involvement and co-production could factor into evolving structures and mechanisms. Involvement of service users, carers and the local community was affected by the pandemic in three linked ways:

- Pressures on all sectors, together with shifts towards remote working, initially reduced the number of involvement opportunities and forums where people could come together.
- The inability to continue traditional events and meetings created a need to use digital mechanisms.
- The development and use of digital engagement tools and methods accelerated.

We were exploring the use of digital tools for community involvement prior to the pandemic and were therefore able to maintain our own user and carer group online with additional 'dial in' capacity for those without online access. The health and social care coproduction group was also able to meet virtually and contribute to a range of council and NHS priorities. Through using a digital platform, we were able to gain additional participants who found online meetings more accessible than traditional meetings. Broadened digital use also made it possible to maintain our existing relationships with statutory sector stakeholders.

As statutory sector organisations adjusted, some other involvement opportunities resumed, as did a number of forums which voluntary organisations host. We were therefore able to support people to be involved with significant work relating to both mental health services and the council's social services access model. We are also able to feed information into local forums and support service users and carers involvement with the statutory sector.

Challenges remain, particularly for organisations and local people who had not previously used digital technologies or have limited resources. A survey we conducted provided a stark picture of the impact upon the relationships and engagement between voluntary organisations and their members and clients. On a more positive note, we saw many voluntary organisations putting substantial effort into finding ways to maintain relationships and avoid risks of digitally excluding members and clients.

South West London (SWL) Clinical Commissioning Group (CCG) now incorporates the areas of the former NHS Richmond, Wandsworth, Kingston, Sutton, Merton and Croydon CCGs. This parallels an increase in the size of all London CCGs, which is intended to assist in development of ICS in London.

This year we took on an additional role of participating in the SWL CCG board on behalf of SWL VCS infrastructure organisations with a focus on public and patient involvement. There are many uncertainties about the legislative requirements that ICS will need to fulfil; however, our additional role has enabled us to work to ensure that SW London's involvement environment reflects learning which we have gained in Richmond. We therefore expect that the work we have done this year will help to create a stronger SWL involvement environment. One indication of this strength of engagement and involvement is the good vaccination rates which have been achieved in SWL and Richmond.

Supporting organisations working with Children and Young People

This area of work facilitates the relationship between statutory partners and voluntary groups and builds the capacity of the sector to meet the needs of local families, through funding and advice work and brokering relations between the sectors. Many of the key activities and achievements during the year related to supporting groups and communities through the pressures created by the Pandemic.

A significant range of work was undertaken to support groups helping communities and families during lockdown. For example, eighteen organisations were provided with intensive support to create and update safeguarding policy and procedures, including advice on requirements relating to delivering services online. We worked with the Kingston and Richmond Safeguarding Partnership to ensure appropriate advice was available for volunteers in informal groups such as mutual aid groups. Two safeguarding trainings were delivered: "Safeguarding - What Trustees Need to Know" and "Safer Recruitment and Management of Volunteers", including a presentation from the Local Area Designated Officer to explain the "Duty to Refer."

A range of RCVS resources were created to help groups: Trustee Resource, Serious Incident Reporting, Lone Working, Creation of a Whistleblowing Policy, and Online Safeguarding. For individuals, "Local, Regional and National Sources of Support" and "Food and Essentials" were created and updated, including crisis grants for children and families. This has been used extensively across the council by local councillors and the borough's two MPs. Additional information was distributed in a monthly bulletin for organisations supporting children, young people and families to more than 300 recipients, these have an average open rate of 38% which is significantly higher than the Mailchimp industry average, demonstrating a high level of engagement.

We worked with LBRUT Finance to identify voluntary and community groups eligible for the government-funded Retail and Hospitality (and later in the summer, the Discretionary Business Fund) and then facilitated them to apply for the grant. More than forty groups received a total of £500,000, including community centres, museums, arts and heritage venues, and scout and guide huts. Most were not previously aware that they were eligible.

We worked with Achieving for Children to identify local charities who could manage the Covid Winter Grant for distribution to families. Five charities hosted and managed the grant fund, distributing over £100,000 to families in need.

We also worked with Achieving for Children to facilitate the involvement of the voluntary sector in the government-funded Holiday and Food Programme for Children on Free School Meals, known locally as the FUEL Programme. Currently, six Richmond-based charities are part of a multi-agency team providing 18,000 places in summer 2021.

Our Children and Young People's Voluntary Strategic Lead Manager represented Richmond CVS on the One Richmond panel, the place-based giving funder founded by Richmond Parish Lands Charity and Hampton Fund to generate funding to support Richmond residents. This was funding awarded by the National Lottery to distribute locally with a focus on support for children and young people's mental health and wellbeing. £100,000 was awarded to fifteen local organisations.

FINANCIAL REVIEW

Income generation, reserves and working capital policy

Income Generation

Richmond CVS total income decreased slightly from £318,382 to £312,365 during the year.

Expenditure increased from £286,141 to £299,027.

Restricted Funds

Richmond CVS receives grants and contracts for activities which are considered to be restricted funds; as such funds can only be used for the purpose for which the funds were given.

Working Capital Policy

In order to support future growth, the Trustees maintain a reserve or working capital policy.

Richmond CVS needs to maintain its core activities, its grant-funded activities and anticipate future developments. Richmond CVS therefore operates an undesignated fund.

The Trustees believe that an undesignated fund representing a reserve equal to six months' operational costs, including any winding up costs, is required.

FUTURE DEVELOPMENTS

Richmond CVS has been fortunate that the pandemic did not have a detrimental effect on our finances but we have been careful with our funds due to uncertainty over our future funding for our main contracts. We are therefore very pleased that Richmond Council have stated that they intend to recommission our services with a new contract that will hopefully be agreed in the later part of 2021 ready for commencement in January 2022. This will be a tremendous opportunity to provide a significant level of certainty to our organisation for several years and most importantly invest and increase the support that we can provide to local groups as this challenging time.

We will be commissioning an online survey with local groups to understand the effects of the pandemic and identify future challenges for the sector which will help us to shape our services and our contribution to the borough of Richmond.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees (who are also the directors of Richmond CVS for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (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 incoming resources and application of resources, including the income and expenditure, of the charitable company for

that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to 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.

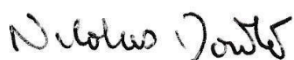
In so far as the Trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

INDEPENDENT EXAMINATION

Mr Andrew Wells will be proposed at the forthcoming Annual General Meeting as Independent Examiner for 2021/22.

Approved by order of the Board of Trustees on 17th December 2021 and signed on its behalf by:



Nicholas Dowler (Treasurer)

Independent Examiners Report on the Accounts**Report to the
trustees/directors/
members of**

Richmond Upon Thames Council for Voluntary Service

**On accounts for the year
ended**31st March 2021**Charity no.:**

1075259

Company no.:

3730089

Set out on pages

16-25

**Responsibilities and
basis of report**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31/03/2021.

As the charity's trustees of the Company (who are also the directors of the company 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 for this year 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).

The company's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of The Association of Accounting Technicians.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) which gives me cause to believe that:


- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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

•the accounts have not been prepared in accordance with the Charities SORP (FRS102).

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.

Signed:



Date: 17/12/2021

Name: Andrew Wells

Relevant professional qualification(s) or body (if any):

The Association of Accounting Technicians

Address:

99 Western Road, Lewes, East Sussex BN7 1RS

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2021**

		Unrestricted	Restricted	Total	Total
		Funds	Funds	Funds	Funds
		2021	2021	2021	2020
	Note	£	£	£	£
Income:					
Charitable Activities	2	663	311,647	312,310	317,827
Investments	3	54	-	54	555
Total Income		717	311,647	312,365	318,382
Expenditure:					
Charitable Activities	4	363	298,663	299,027	286,141
Total Expenditure		363	298,663	299,027	286,141
Net Income / (expenditure)		354	12,984	13,338	32,241
Transfer between funds		-	-	-	-
Net movement in funds		354	12,984	13,338	32,241
Total Funds brought forward		165,026	73,190	238,216	205,975
Total Funds carried forward		165,380	86,174	251,554	238,216

**BALANCE SHEET
AT 31 MARCH 2021**

	Note	2021		2020	
		£	£	£	£
CURRENT ASSETS:					
Debtors and receivable	9	58,966		65,864	
Prepayments		2,635		3,630	
Cash at bank and in hand		208,412		180,677	
		270,012		250,171	
CREDITORS:					
Amounts falling due within one year	10	18,458		11,955	
NET CURRENT ASSETS:			251,554		238,216
NET ASSETS			251,554		238,216
FUNDS:					
Restricted Funds			86,174		73,190
Unrestricted Funds			165,380		165,026
	11		251,554		238,216

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021. No members have required the company to obtain an audit of its accounts for the year in question, under Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to companies subject the small company's regime.

ON BEHALF OF THE BOARD:

Approved by the Board



Nigel McEwen

On

17th December 2021

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021****Statement of Cash Flows
April 2020 - March 2021**

	Total
OPERATING ACTIVITIES	
Net Income	13,338
Adjustments to reconcile Net Income to Net Cash provided by operations:	
Accrued Income	-
Debtors	313
Prepayment	995
Receivable	6,585
Creditors	3,926
Corporate Card	(175)
Accruals and Deferred Income	2,752
PAYE & NI Control	-
Pension Control Account	-
Salaries Control Account	-
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	14,397
Net cash provided by operating activities	27,735
Net cash increase for period	27,735
Cash at beginning of period	180,677
Cash at end of period	208,412

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

1. ACCOUNTING POLICIES**Basis of preparation of the financial statements**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with Financial Reporting Standard applicable in the UK and Republic of Ireland FRS 102 effective 1 January 2019 and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), and the Companies Act 2006.

Changes to accounting policies

No changes to accounting estimates have occurred in the reporting period.

Material prior year errors

No material prior year errors have been identified in the reporting period.

Income recognition policies

Items of income are recognised and included in the accounts when all of the following criteria are met;

- The charity has entitlement to the funds;
- Any performance conditions attached to the item of income has been met or is fully within the control of the charity;
- There is sufficient certainty that receipt of the income is considered probable; and
- The amount can be measured reliably.

Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Cost of generating funds

The charity is precluded from efforts that might adversely affect its member interests and accordingly no fundraising is undertaken. These costs reflect the work undertaken by the Director in generating new grants for charitable work.

Charitable Expenditure and liabilities

Charitable expenditure includes all expenditure directly related to the objects of the Charity. This includes support costs, which are the staffing and associated costs of supporting, monitoring and evaluating the work of the charity. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty. Liabilities are measured on recognition at historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2021****Governance and support costs**

Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

Publicity is provided only in relation to the services provided to member organisations.

Grants Policy

Grants payable are charged in the year when the offer is conveyed to the recipient except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled.

Fund Accounting

The Charity maintains the following funds:

Unrestricted funds

These represent funds which are expendable at the discretion of the Trustees in furtherance of the objects of the Charity. Such funds may be held in order to finance both working capital and capital investment. These are made up of unrestricted funds and other Income which can be allocated by the Trustees for future identifiable expenditure; the Charity's free reserves are working capital.

Restricted Funds

The Charity's restricted funds represent grants or donations which are allocated by the donor for specific purposes.

Pension Costs

The Charity operates a defined contributions pension scheme, the assets of which are held separately from those of the Charity in an independently administered fund. Contributions payable for the year are charged in the Statement of Financial Activities on an accruals basis.

Debtors

Debtors are measured on initial recognition at settlement amount. Subsequently, they are measured at the cash or other consideration expected to be received.

Cash and cash equivalents

Cash and cash equivalents are represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours.

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2021****2 INCOME FROM CHARITABLE ACTIVITIES**

	2021	2020
	£	£
Grants and Contracts	307,897	311,958
Restricted Receipts	3,750	2,190
Other Income	663	3,679
	<u>312,310</u>	<u>317,827</u>

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

	2021	2020
	£	£
Community Involvement	41,188	41,188
Children & Young People	42,000	42,000
SWL Personalised Care Small Grant	(4,407)	8,967
NHS -20/21 PPV	11,492	-
Adult Community Learning Fund	-	2,179
LBRuT Representation	80,100	80,100
LBRuT Capacity Building, Sustainability & Skills	70,528	70,528
LBRuT Volunteering	66,996	66,996
	<u>307,897</u>	<u>311,958</u>

3 INVESTMENT INCOME

	2021	2020
	£	£
Deposit account interest	<u>54</u>	<u>555</u>

4 EXPENDITURE ON CHARITABLE ACTIVITIES

	2021	2020
	£	£
Project costs	29,510	37,791
Staff costs (note 8)	233,869	212,882
Governance costs (note 5)	2,254	3,153
Office costs	33,394	32,315
	<u>299,027</u>	<u>286,141</u>

Unrestricted expenditure	363
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**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2021****5 GOVERNANCE COSTS**

	2021	2020
	£	£
Legal and professional fees	-	13
Independent Examiner's/auditors' remuneration	1,500	1,500
Support costs	754	1,640
	<u>2,254</u>	<u>3,153</u>

6 NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	2021	2020
	£	£
Independent Examiner's/Auditors' remuneration	<u>1,500</u>	<u>1,500</u>

7. TRUSTEES' REMUNERATION AND BENEFITS

The Trustees received no remuneration for professional services not connected with their role as Trustee (2020: £nil).

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2021 or for the year ended 31 March 2020.

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2021****8 STAFF COSTS**

	2021	2020
	£	£
Wages and salaries	202,984	184,263
Social security costs	15,109	13,957
Other pension costs	15,776	14,662
	<u>233,869</u>	<u>212,882</u>

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

	2021	2020
Management and Administration	2	2
Communications & Admin	1	1
Community Involvement	1	1
Capacity Building	1	1
Children & Young People	1	1
Volunteering Service	1	1
	<u>7</u>	<u>7</u>

The number of employees whose emoluments fell within the following bands was:

	2021	2020
£60,001 - £70,000	-	-

9 DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Trade debtors	-	313
Other debtors – Accrued Income	58,966	65,551
	<u>58,966</u>	<u>65,864</u>

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2021****10 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2021 £	2020 £
Taxation and social security		
Other creditors	11,401	7,650
Accruals	7,057	4,305
	<u>18,458</u>	<u>11,955</u>

11 MOVEMENT IN FUNDS

	At 31.3.20 £	Net movement in funds £	Transfers between funds £	At 31.3.21 £
Unrestricted funds				
General fund	165,026	354	-	165,380
Restricted funds				
Restricted	73,190	12,984	-	86,174
TOTAL FUNDS	<u>238,216</u>	<u>13,338</u>	<u>-</u>	<u>251,554</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	717	(363)	354
Restricted funds			
Community Involvement	41,188	(39,781)	1,407
Children & Young People	42,000	(40,894)	1,106
SWL Personalised Care Small Grant	(4,407)	(2,265)	(6,672)
NHS -20/21 PPV	11,492	(10,526)	966
Adult Community Learning Fund	-	(251)	(251)
LBRuT Representation	83,100	(75,712)	7,388
LBRuT Capacity Building, Sustainability & Skills	70,528	(68,188)	2,340
LBRuT Volunteering	67,746	(61,047)	6,699
	<u>311,647</u>	<u>(298,663)</u>	<u>12,984</u>
TOTAL FUNDS	<u>312,365</u>	<u>(299,027)</u>	<u>13,338</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED

FOR THE YEAR ENDED 31 MARCH 2021

Two additional small receipts contributed to the activity under LBRuT Representation and LBRuT Volunteering for specific purposes, involvement in the Voluntary & Community Sector Emergencies Partnership and funding from London Plus for a laptop respectively.

12. CORPORATION TAX

The Charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or Section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

13. LEGAL STATUS OF THE TRUST

The Trust is a company limited by guarantee and has no share capital. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the Charity.