

BASINGSTOKE VOLUNTARY ACTION

England & Wales · Charity number 1077442

Details

Other names	BASINGSTOKE VOLUNTARY SERVICES
Status	Registered
Legal form	CIO
Registered	1999-09-16
Register	View on the Charity Commission register

Contact

Address	B V A The Orchard White Hart Lane Basingstoke RG21 4AF
Phone	01256 423816
Email	contact@bvaction.org.uk
Website	www.BVAction.org.uk

Activities

Objects: A) TO PROMOTE ANY CHARITABLE PURPOSE FOR THE BENEFIT OF THE COMMUNITY IN THE LOCAL GOVERNMENT DISTRICT AND BOROUGH OF BASINGSTOKE AND DEAN AND ITS SURROUNDING DISTRICTS INCLUDING ALL DISTRICTS OF HAMPSHIRE (HEREINAFTER CALLED "THE AREA OF BENEFIT") AND IN PARTICULAR THE ADVANCEMENT OF EDUCATION, THE PROTECTION OF HEALTH AND RELIEF OF POVERTY, DISTRESS AND SICKNESS.B) TO PROMOTE AND ORGANISE CO-OPERATION IN THE ACHIEVEMENT OF THE ABOVE PURPOSES AND TO THAT END TO BRING TOGETHER REPRESENTATIVES OF THE STATUTORY AUTHORITIES AND VOLUNTARY ORGANISATIONS ENGAGED IN THE FURTHERANCE OF THE ABOVE PURPOSES WITHIN THE AREA OF BENEFIT. PROVIDED THAT, IN CARRYING THESE CHARITABLE PURPOSES, THE CHARITY WILL SEEK TO CHALLENGE ALL FORMS OF OPPRESSION AND INEQUALITY AND GIVE PRIORITY TO WORKING WITH PEOPLE WHOSE FULL PARTICIPATION IN SOCIETY IS LIMITED BY ECONOMIC AND SOCIAL DISADVANTAGE.C) TO BE SO CONSTITUTED AND ADMINISTERED IN THAT IT IS AT NO TIME (FOR THE PURPOSES OF THE LOCAL GOVERNMENT AND HOUSING ACT 1989) UNDER THE CONTROL OR SUBJECT TO THE INFLUENCE OF A LOCAL AUTHORITY

Activities: Basingstoke Voluntary Action is an umbrella organisation for Community and Voluntary Organisations in the Basingstoke and Deane Borough, providing information training and advice to promote

support and develop voluntary action.

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body
- **What:** General Charitable Purposes, Education/training, The Prevention Or Relief Of Poverty, Economic/community Development/employment
- **Who:** Children/young People, People With Disabilities, Other Charities Or Voluntary Bodies, Other Defined Groups, The General Public/mankind

Geography

- **Area of benefit:** ALL DISTRICTS OF HAMPSHIRE
- Hampshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£554,810	£554,548	£533,362	12
2024-03-31	£611,593	£593,706	£533,100	11
2023-03-31	£738,339	£620,493	£515,212	17
2022-03-31	£691,708	£580,913	£76,366	17
2021-03-31	£606,530	£606,722	£-245,429	15

Trustees

Name	Role	Appointed
Francesca Delfina Maritan-Hawkins	Chair	2023-04-05
Alan Thorpe		2026-03-30
Dr Beth Linklater		2018-09-21
Dr Shirlene Marie Noel Ying Fei Oh		2025-05-19
Gauri Narang		2026-03-30
Jonathan Paul Bernhard Brewin		2023-04-05
Neil Morrow		2021-05-26
Susan Elsie Brown		2023-04-05

Accounts



REPORT OF THE TRUSTEES FOR THE YEAR ENDED

31 MARCH 2025

Charity registration number: 1077442

BASINGSTOKE VOLUNTARY ACTION
(Charitable Incorporated Organisation)

Contents of the Financial Statements
for the Year Ended 31 March 2024

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The trustees are pleased to present their report together with the financial statements of the charitable company for the year ended 31st March 2025.

REFERENCE AND ADMINISTRATIVE DETAILS

Trustees	Francesca Maritan (Chair) Neil Morrow Beth Linklater David Bowers Susan Brown Jonathan Brewin David Telford Caroline Tiller Shirlene Oh
Chief Executive Officer	Daniel Neat
Charity registration number	1077442
Registered Office	The Orchard White Hart Lane Basingstoke Hampshire RG21 4AF
Independent Examiners	Rock Tax and Accounting Elm House, Tanshire Park Shackleford Road Godalming, Surrey GU8 6LB
Bankers	National Westminster Bank plc 3 London Street Basingstoke Hampshire RG21 7NS

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Foreword from Chair of Trustees

Foreword from Chair of Trustees

I am pleased to present this annual report, which not only reflects the achievements of Basingstoke Voluntary Action (BVA) during 2024–25, but also marks a significant milestone in our history — **60 years of voluntary action in Basingstoke and Deane.**

This year has seen the successful launch of our Strategic Plan 2025–2028, building on decades of learning, innovation, and community resilience. Our refreshed departmental structure and expanded service offer have enabled us to meet the growing and evolving needs of our members and partners.

As we celebrate 60 years of BVA, we remain committed to our founding mission: to support, connect and champion the voluntary, community and social enterprise (VCSE) sector. This report outlines our key activities and priorities across:

- **Community Development** – including volunteering and group support
- **Operations** – including management of The Orchard Building
- **Business Development** – including our Back Office Support Services (BOSS)

I would like to thank our staff, volunteers, members, and stakeholders for their continued dedication and support. Together, we honour our past and shape a vibrant future for voluntary action in our borough.

Francesca Maritan-Hawkins

Chair of Trustees

October 2025

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Governing document

On 7 December 2022 Basingstoke Voluntary Action converted from a company limited by guarantee to a Charitable Incorporated Organisation. It continues to be a charity registered with The Charity Commission under registration number 1077442. A revised governing document was adopted at that date.

Appointment of trustees

As set out in the Articles of Association, the charity trustees shall manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO. There must be at least three charity trustees. In selecting individuals for appointment as appointed charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

Organisational structure

BVA has established strong management reporting and communication lines with the Chief Executive reporting to the trustees and trustee board at frequent intervals; with managers and project coordinators reporting to the Chief Executive on activities associated to their work plans and areas of delivery; with staff and volunteers reporting to their managers on their activities associated to their work plans and project delivery areas. This includes the established of Risk and Finance Committees, as per the Governance Manual. All projects and teams have key performance indicators that are reported quarterly to the Chief Executive who then reports them to the board of trustees. Any issues of concern are identified, and measures are taken to offset any issue or risk.

Trustee induction and training

Trustees undergo an induction programme and ongoing training programme to help ensure they understand their legal obligations under charity and company law, the content of the charity's governing document, the committee and decision-making processes, the business plan and recent financial performance of the organisation. The trustees continue to keep in touch with individual departments and projects through presentations by project staff and by personal involvement with particular departments. The charitable company is governed by its trustees with day-to-day management delegated to the Chief Executive Officer.

Risk management

The trustees have examined the risks to which the charity is exposed and have implemented a revised risk register. This revised risk register enables the charity to:

- Identify and respond to significant risks through the risk annual review
- Review ongoing risks within the trustee board meeting ensuring mitigating actions are in place and enough to minimize the risk

The key areas identified are:

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- Staff and volunteer losses
- Grant and contract funding risks
- Health and Safety
- Disaster and recovery planning
- Sustainable funding
- Data and confidentiality breaches
- Reputational risk associated to poor service and staff delivery.

A key element in the management of financial risk is in the setting and implementation of a reserves policy that is reviewed by trustees annually.

Related parties

BVA has established strong partnership and networks of voluntary and community groups to help improve the quality of life for local residents and communities. BVA also has a close relationship with Basingstoke and Deane Borough Council (BDBC) and Hampshire County Council (HCC) as our core funding support organisations.

Public benefit

Our work with the local voluntary and community sector aims to put us at the heart of voluntary action in Basingstoke and Deane. By delivering support, information and advice to charities and local groups, we aim to bring about improved quality of services, help groups benefit and change lives, communities and residents for the better.

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Use of volunteers

There is a substantial donation of volunteer time and effort with volunteers engaged in a variety of BVA services and its projects during the year. Volunteers bring a wealth of skills and experience to the organisation with good practice principles in volunteer management provided via the in-house volunteer centre.

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CORE ACTIVITY

1. BVA Group Development - providing support to local groups and charities

As the voluntary sector membership body for Basingstoke and Deane, we offer free professional help and advice to our member Voluntary and Community groups. As part of our role as the umbrella body for local community organisations we provide group development, support, and training on a wide range of topics including start-up, governance, funding advice and guidance, business planning and general good practice. Throughout the year we have continued to see an ever-increasing demand for our group development advice and support services, including working with our wider partners to promote social enterprise and diverse fundraising opportunities within the borough.

We have continued our mission to improve the data and insights available relating to the Voluntary and Community Sector within Basingstoke and Deane, taking forward our State of the Sector research data to review and update our internal CRM membership database, with a refreshed sense of the breadth and scope of the sector across the borough and areas of priority for focussing our limited resources to ensure the greatest level of reach and impact.

- **Launch of MMT** – a successful launch of My Marketing Tools (MMT). My Marketing Tools is a bespoke marketing service for charities and not-for-profit organisations operating in Hampshire. We are proud that all services are delivered from the community to the community, so we understand the struggles when it comes to getting the word out about local causes. We work with a range of partners who are all voluntary sector professionals, providing a highly-skilled and affordable service. We know that budgets can be tight, so being flexible and offering support at a subsidised rate is at the heart of My Marketing Tools. Having the tools to market successfully can help with a range of things for your charity. Whether this is attracting more supporters, funders or even sponsorship.
- **Basingstoke Health Walks Scheme** – the continued successful transition of the management of Health Walks across the borough took place during the year, with responsibility for development and coordination of the walks transferring from Basingstoke & Deane Borough Council to BVA. We have engaged a number of new walk leaders and participants to take part in the programme, with plans to expand and enhance the programme further as a ‘thematic based’ walks programme.
- **Homes for Ukraine Programme** – Following the sudden evacuation of families from Ukraine in March 2022, we have worked closely with both district and county councils to provide extensive welfare and community integration support to dozens of families arriving in the borough. Following a rapid volunteering, donation and partner mobilisation campaign, we continue to successfully provide the Welfare Wrap Around support for Ukrainians residing in the borough, utilising our LIO core function to support the establishment of a Ukrainian Association for Basingstoke & Deane.

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- **Local Children's Partnership** – Chair of the Local Children's Partnership across Basingstoke & Deane and lead organisation, representing over 120 organisations supporting children, young people and families across the borough.
- **Basingstoke Community Lottery** – we are delighted to report the continued success and growth of the Basingstoke & Deane Community Lottery platform, offering an opportunity for our member organisations to raise vital funds to support their local causes. Since its launch in September 2020, the platform has raised over £60,000 for local good causes.

Future Plans

- *We will continue to review our group development offer to ensure that we are effectively targeting areas of development and support most needed by our member organisations.*
- *We will continue to explore ways of supporting the development of communities at a ward and place-based level within the borough, galvanising voluntary action in all its forms.*

2. Grants and Funding Support

We continue to lead on the provision of funding related advice and support. This has enabled us to continue providing bespoke funding reports to local charities and not-for-profit organisations with information on current grants and funding opportunities available to them and that match their eligibility requirements. Alongside this work we have continued to produce a well-received monthly Funding bulletin, distributed across our members and partners, containing details of a range of currently open funding opportunities and hints and tips for successfully accessing funding resources.

Future Plans

- *We shall continue to expand our 1-to-1 funding consultation service which will allow individuals from member groups to bring a funding requirement to us and leave their appointment with a tailored selection of viable options to follow up.*
- *We will continue running regular 'Fundraising Forums', sharing successful approaches and featuring guests from various funder organisations sharing their perspective and information on best practice/tips for success.*

3. Volunteer Centre

We work with local voluntary, community and charitable organisations that are in need of volunteers in order to fulfil their mission and help the people and communities in Basingstoke and Deane. Via our dedicated 'Volunteer North Hants' online platform, jointly managed in partnership with Hart Voluntary Action and Rushmoor Voluntary Services, we offer a comprehensive brokerage and matching service for volunteering within the borough. Within the year we helped find opportunities for hundreds of people who registered with us, triggering hundreds of enquiries around volunteering along with dozens of new organisations choosing to advertise their volunteer vacancies on our platform. We have launched our

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roving volunteer hub, providing ward-based volunteer recruitment and connection to all communities across the borough.

To further promote volunteering, the team have continued to proactively attend a range of external events such as the Disability Awareness Day and QMC Careers Day, as part of our mission to continually expand local awareness and engagement with volunteering. During the year we have continued to see an ever-increasing demand from local corporate and commercial organisations for us to match their employees with volunteering activities, including away-day style activities and team building events. This is not currently a service that we formally offer due to the intensity of staff capacity and availability required, however as demand for these services continues to increase we shall proactively seek to explore partnership opportunities with wider partners to support this service offering.

Future Plans

- *We will continue to seek new opportunities for promoting and encouraging local volunteering*
- *We will explore partnership opportunities to expand our current volunteering service offer, potentially to include a formalised corporate engagement service.*

4. Community Training

We have continued to proactively work with a range of partners to deliver a Community Training Programme for local not-for-profit organisations. With courses ranging from First Aid to governance and volunteering related topics, these courses have served as an opportunity for community groups to come together to learn about key aspects of service delivery and compliance. These courses were well received by local groups and going forwards we shall continue to review our training offer to ensure that it offers the greatest possible breadth and opportunity for development to our members.

Future Plans

- *We will continue to revise our Community Learning Programme to ensure that additional courses on key topics and areas are made available.*
- *We shall explore opportunities for digitised learning and remote delivery of our workshops.*

5. The Orchard

We continued to operate the much loved and well utilised Orchard building within the town centre, with the launch of The Orchard Café at The Orchard. Throughout the year we saw a noticeable increase in demand for room and facilities hire requests, including from a number of new organisations that had not previously held their events with us. There continued to be movement amongst our fellow charity occupants within the building, with several offices being occupied by new tenants along with others becoming vacant due to projects either coming to an end or seeking to downsize their office space requirements. However, despite these changes we continued to hold an

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occupancy rate of above 90% throughout the year and strong room hire performance has meant that our income remained relatively stable even with tenant fluctuations.

The Orchard continues to be supported both in terms of reception cover and wider maintenance by the help of volunteers. We would like to thank our fantastic reception team and volunteers for all of their unwavering support throughout the year.

Future Plans:

- To continue our lift and boiler upgrade/refurbishment programmes
- To continue our aim of increasing the diversity of activities taking place, and community groups using, the building to ensure the facility remains a central home of the voluntary sector in Basingstoke and Deane.

6. Forums and Partnerships

Throughout the year we continued to host a variety of partnership meetings, providing opportunity for community organisations to come together to share best practice, news and updates. These included our Voluntary Sector Forums which offer an opportunity for our members to share their latest updates and the Older Persons Partnership, where attendees comprise a range of organisations who interact with and support older people within the borough. This includes:

- Chair of the Local Children's Partnership for Basingstoke & Deane, and lead organisation.
- LIO Lead representative for the Hampshire Leadership Forum.
- Chair of the Community Infrastructure Partnership.

During the year, BVA served as Treasurer of the CIC moving to Chair, a jointly owned partnership venture comprising of six Councils for Voluntary Service (CVS), developed as a vehicle for joint delivery of services and projects across Hampshire. As a result, our members continue to be well represented across various initiatives and promotions across the borough and beyond.

Future Plans

- *To continue building upon our social media and online presence in order to continue to build effective partnerships and disseminate information.*
- *To undertake a full strategic review of our existing partnerships and networking forums to ensure their ongoing fitness for purpose.*

Main aims and objectives for the coming year

- **Continue the implementation of our Strategic Plan 2025-28** – we shall continue to hone our vision and strategy as we enter our second year of the strategic plan.
- **Continued expansion our MMT and Back Office Support Services (BOSS) schemes** – we shall continue to explore new ways of further expanding our 'MMT' and 'BOSS', our range of shared

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marketing and business functions for community organisations. These include services such as payroll accounting, HR support and registered address schemes to enable local organisations to thrive.

- **Community Infrastructure Partnership (CIP)** – we shall actively explore opportunity to further our collaborative working with Hampshire CVS partners in order to maximise opportunities for increased efficiency, reduction of duplication and skills sharing. One method of undertaking such work shall be via our commitment to the establishment and growth of the CIP, a legally incorporated vehicle owned jointly with 5 other CVS network partners, through which partnership opportunities can be secured.

Thank you to our supporters

We would like to take this opportunity to say a huge thank you to our supporters for working with us throughout the year to champion a vibrant and diverse voluntary sector across Basingstoke & Deane. To our core funders, Basingstoke & Deane Borough Council, we offer our sincere gratitude for continuing to believe in the role BVA has to serve as a strategic community partner, and to Hampshire County Council. To our Members, we say a heartfelt thank you for all that you do for our communities day in and day out, and for working with us to ensure that not-for-profit organisations working in our Borough are as well governed, financially secure and appropriately publicised as possible.

Financial review

Policy on reserves

BVA's policy is to maintain unrestricted funds at a level that balances our objective to develop and support services with our need to remain financially stable. Our reserves policy seeks to maintain a level of unrestricted funds equating to at least six months of unrestricted expenditure. At 31st March 2025 we held total unrestricted funds of £132,214 equating to 3.5 months of general expenditure .

Funds

The 'unrestricted' general funds showed a net deficit on activity for the year of £52,092 before other recognised gains or losses were taken into account. After taking into account the balance of funds brought forward from the previous year, the balance at the period end was a surplus of £132,214.

Designated funds had total funds carried forward of £39,816. Restricted funds showed a surplus for the year of £52,354 and total funds carried forward of £401,148.

Principal funding sources

The main source of income for BVA core activities comprises grants received from Basingstoke and Deane Borough Council and Hampshire County Council. Other projects are funded through a mix of statutory sector grants, donations from businesses and trusts and individual donations.

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Going concern

The financial statements have been prepared on a going concern basis. The trustees assess whether the use of going concern is appropriate, i.e. whether there are any material uncertainties relating to events or conditions that may cast doubt on the ability of the charity to continue as a going concern. The trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

As noted above, there is no longer any deficit relating to the defined benefit pension scheme.

The net asset position of the organisation is £533,362 with the majority of this being cash reserves. On this basis the trustees consider it appropriate to prepare the accounts on a going concern basis.

Trustees' responsibilities

The trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and regulations.

The charity trustees shall manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO. It is the duty of each charity trustee:

- a. to exercise his or her powers and to perform his or her functions in his or her capacity as a trustee of the CIO in the way he or she decides, in good faith and in a way which would be most likely to further the purposes of the CIO; and
- b. to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:
 - (i) any special knowledge or experience that he or she has or holds himself or herself out as having; and,
 - (ii) if he or she acts as a charity trustee of the CIO in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

The charity trustees must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of account, and to the preparation of annual reports and returns. The statements of account, reports and returns must be sent to the Charity Commission, regardless of the income of the CIO, within 10 months of the financial year end. The charity trustees must comply with their obligation to inform the Commission within 28 days of any change in the particulars of the CIO entered on the Central Register of Charities.

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Independent Examiners

Rock Tax and Accounting will be proposed for reappointment at a forthcoming Trustee Board Meeting as Independent Examiners for the 2025-26 financial year subject to receipt of satisfactory quotation.

The annual report was approved by the trustees of the charity on 01/12/2025 and signed on their behalf by

Francesca Maritan- Hawkins
Chair of Trustees

Signed by:

Francesca Maritan-Hawkins

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Independent Examiner's Report **For the Year Ended 31 March 2025**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2025.

Responsibilities and basis of report

As the charity's Trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011.

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

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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

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 accord with those 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)).

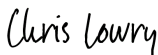
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Independent Examiner's Report (continued) **For the Year Ended 31 March 2025**

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 by:



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Chris Lowry

The Institute of Chartered Accountants in England and Wales

Rock Tax & Accounting

Elm House, Tanshire Park

Shackleford Road

Elstead

Godalming

Surrey

GU8 6LB

Date: 16 December 2025.....

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STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2025

		Unrestricted funds £	Designated funds £	Restricted funds £	31.3.25 Total funds £	31.3.24 Total funds £
	Notes					
Income and endowments from						
Donations and legacies	2	295,491	-	54,617	350,108	405,284
Charitable activities Facilities management	4	186,478	-	-	186,478	200,083
Investment income	3	18,224	-	-	18,224	6,226
Total		<u>500,193</u>	<u>-</u>	<u>54,617</u>	<u>554,810</u>	<u>611,593</u>
Expenditure on						
Charitable activities Facilities management	5	455,595	-	2,263	457,858	593,706
Donated services and facilities		96,690	-	-	96,690	-
Total		<u>552,285</u>	<u>-</u>	<u>2,263</u>	<u>554,548</u>	<u>593,706</u>
NET INCOME/(EXPENDITURE)		(52,092)	-	52,354	262	17,887
Reconciliation of funds						
Total funds brought forward		144,490	39,816	348,794	533,100	515,213
Total funds carried forward		<u><u>92,398</u></u>	<u><u>39,816</u></u>	<u><u>401,148</u></u>	<u><u>533,362</u></u>	<u><u>533,100</u></u>

The notes form part of these financial statements

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BALANCE SHEET 31
MARCH 2025

	Notes	31.3.25 £	31.3.24 £
Fixed assets			
Tangible assets	11	15,691	19,782
Current assets			
Debtors	12	23,845	36,795
Cash in hand		667,042	636,425
		<u>690,887</u>	<u>673,220</u>
Creditors			
Amounts falling due within one year	13	(173,216)	(159,902)
		<u>517,671</u>	<u>513,318</u>
Net current assets			
		<u>533,362</u>	<u>533,100</u>
Total assets less current liabilities			
		<u>533,362</u>	<u>533,100</u>
NET ASSETS			
		<u>533,362</u>	<u>533,100</u>
Funds	16		
Unrestricted funds		132,214	184,306
Restricted funds		401,148	348,794
		<u>533,362</u>	<u>533,100</u>
Total funds			
		<u>533,362</u>	<u>533,100</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2025.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2025 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The financial statements were approved by the Board of Trustees and authorised for issue on ...01/12/2025..... and were signed on its behalf by:

Signed by:

Francesca Maritan-Hawkins

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Francesca Maritan- Hawkins
Chair of Trustees

The notes form part of these financial statements

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**CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 MARCH 2025**

	Notes	31.3.25 £	31.3.24 £
Cash flows from operating activities			
Cash generated from operations	1	12,393	75,782
Net cash provided by operating activities		12,393	75,782
Cash flows from investing activities			
Interest received		18,224	6,226
Net cash provided by investing activities		18,224	6,226
Change in cash and cash equivalents in the reporting period		30,617	82,008
Cash and cash equivalents at the beginning of the reporting period		636,425	554,417
Cash and cash equivalents at the end of the reporting period		667,042	636,425

The notes form part of these financial statements

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NOTES TO THE CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 MARCH 2025

1. Reconciliation of net income to net cash flow from operating activities

	31.3.25 £	31.3.24 £
Net income for the reporting period (as per the Statement of Financial Activities)	262	17,887
Adjustments for:		
Depreciation charges	4,091	4,711
Interest received	(18,224)	(6,226)
Decrease in debtors	12,950	54,306
Increase in creditors	13,314	5,104
Net cash provided by operations	<u>12,393</u>	<u>75,782</u>

2. Analysis of changes in net funds

	At 1.4.24 £	Cash flow £	At 31.3.25 £
Net cash			
Cash at bank and in hand	<u>636,425</u>	<u>30,617</u>	<u>667,042</u>
	<u>636,425</u>	<u>30,617</u>	<u>667,042</u>
Total	<u>636,425</u>	<u>30,617</u>	<u>667,042</u>

The notes form part of these financial statements

BASINGSTOKE VOLUNTARY ACTION**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025****1. Accounting policies****Basis of preparing the financial statements**

The financial statements of the charitable incorporated organisation, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

The financial statements are presented in pounds sterling (£) and amounts are rounded to the nearest pound, except for amounts relating to the pension liability which are rounded to the nearest thousand pounds.

The charitable incorporated organisation only has financial assets and liabilities of a kind that qualify as basic financial instruments. These are initially recognised at transaction value and subsequently measured at settlement value.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Donations are usually recognised immediately on receipt, unless the donation includes terms or conditions which must be met before the charitable incorporated organisation is entitled to the resources.

Grants are recognised when the charitable incorporated organisation has an entitlement to the funds and any conditions linked to the grants have been met.

Investment income is recognised on a receivable basis.

Included in income are amounts charged between internal funds for project management and service charges.

Deferred income represents amounts received for future periods and is released to income in the period for which it has been received.

Where services or facilities are provided to the charitable incorporated organisation as a donations that would normally be purchased from third party suppliers, this benefit is included in the financial statements at its fair value unless its fair value cannot be measured reliably, in which case the cost to the donor or the resale value of goods is used.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Charitable activities

Charitable expenditure comprises those costs incurred by the charitable incorporated organisation in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

BASINGSTOKE VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2025**1. Accounting policies - continued****Allocation and apportionment of costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, staff costs by the time spent and other costs by their usage.

Amounts charged between internal funds for project management and service charges are included in income.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings - 15% on cost

Computer equipment - 20% on cost

Taxation

The charity is exempt from corporation tax on its income and gains to the extent that such income or gains are applied exclusively to charitable purposes.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity.

Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Going concern

The financial statements have been prepared on a going concern basis after taking into account the current risks relating to COVID-19.

The Trustees assess whether the use of the going concern basis is appropriate and whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the to charitable incorporated organization continue as a going concern. The Trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

2. Donations and legacies

	31.3.25	31.3.24
	£	£
Donations	5,214	2,421
Grants	248,204	306,173
Donated services or facilities	96,690	96,690
	<u>350,108</u>	<u>405,284</u>

BASINGSTOKE VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2025**2. Donations and legacies - continued**

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

	31.3.25	31.3.24
	£	£
Local and central government grants	201,553	215,108
Grants from other charities and organisations	46,651	80,825
Other grants	-	10,240
	<u>248,204</u>	<u>306,173</u>

3. Investment income

	31.3.25	31.3.24
	£	£
Dividends and interest rec'd	<u>18,224</u>	<u>6,226</u>

4. Income from charitable activities

	31.3.25	31.3.24
	£	£
Charitable operations	186,478	200,083
Facilities management	<u>186,478</u>	<u>200,083</u>

5. Charitable activities costs

	Direct Costs	Support costs (see note 6)	Totals
	£	£	£
Facilities management	4,091	453,767	457,858
Donated services and facilities	-	96,690	96,690
	<u>4,091</u>	<u>550,457</u>	<u>554,548</u>

Donated services and facilities relate to the use of 'The Orchard' building that Basingstoke Voluntary Action occupies. In relation to business rates, the charitable incorporated organisation receives 80% mandatory charitable relief from the UK government and 20% discretionary relief from Basingstoke and Deane Borough Council. This equated to an annual charge of £54,190 (2024: £54,190).

The charitable incorporated organisation also receives a subsidy in relation to rental costs, of which further details can be found in the note on lease commitments.

BASINGSTOKE VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2025

6. Support costs

	Finance £	Information technology £	Human resources £
Facilities management	1,176	27,930	268,383
Donated services and facilities	-	-	-
	<u>1,176</u>	<u>27,930</u>	<u>268,383</u>
	Admin £	Premises £	Totals £
Facilities management	39,945	116,333	453,767
Donated services and facilities	-	96,690	96,690
	<u>39,945</u>	<u>213,023</u>	<u>550,457</u>

7. Net income/(expenditure)

Net income/(expenditure) is stated after charging/(crediting):

	31.3.25	31.3.24
	£	£
Depreciation - owned assets	<u>4,091</u>	<u>4,710</u>

8. Trustees' remuneration and benefits

There were no trustees' remuneration or other benefits for the year ended 31 March 2025 nor for the year ended 31 March 2024.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2025 nor for the year ended 31 March 2024.

9. Staff costs

	31.3.25	31.3.24
	£	£
Wages and salaries	<u>268,383</u>	<u>342,292</u>
	<u>268,383</u>	<u>342,292</u>

The total employee benefits of the key management personnel of the charitable incorporated organisation were £114,415 (2024: £71,028).

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

	31.3.25	31.3.24
Full-time headcount	8	9
Part-time headcount	4	7
	<u>12</u>	<u>16</u>

No employees received emoluments in excess of £60,000.

BASINGSTOKE VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2025

10. Comparatives for the statement of financial activities

	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £
Income and endowments from				
Donations and legacies	292,957	-	112,327	405,284
Charitable activities				
Facilities management	200,083	-	-	200,083
Investment income	6,226	-	-	6,226
Total	<u>499,266</u>	<u>-</u>	<u>112,327</u>	<u>611,593</u>
Expenditure on				
Charitable activities				
Facilities management	<u>590,974</u>	<u>-</u>	<u>2,732</u>	<u>593,706</u>
NET INCOME/(EXPENDITURE)	(91,708)	-	109,595	17,887
Reconciliation of funds				
Total funds brought forward	236,198	39,816	239,199	515,213
Total funds carried forward	<u>144,490</u>	<u>39,816</u>	<u>348,794</u>	<u>533,100</u>

11. Tangible fixed assets

	Fixtures and fittings £	Computer equipment £	Totals £
Cost			
At 1 April 2024 and 31 March 2025	<u>81,011</u>	<u>33,176</u>	<u>114,187</u>
Depreciation			
At 1 April 2024	62,586	31,819	94,405
Charge for year	<u>3,414</u>	<u>677</u>	<u>4,091</u>
At 31 March 2025	<u>66,000</u>	<u>32,496</u>	<u>98,496</u>
Net book value			
At 31 March 2025	<u>15,011</u>	<u>680</u>	<u>15,691</u>
At 31 March 2024	<u>18,425</u>	<u>1,357</u>	<u>19,782</u>

BASINGSTOKE VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2025**12. Debtors: amounts falling due within one year**

	31.3.25	31.3.24
	£	£
Trade debtors	10,707	35,771
Other debtors	13,138	1,024
	<u>23,845</u>	<u>36,795</u>

13. Creditors: amounts falling due within one year

	31.3.25	31.3.24
	£	£
Trade creditors	7,130	12,809
Social security and other	5,493	3,159
taxes Other creditors	154,113	129,820
Accruals and deferred income	6,480	14,114
	<u>173,216</u>	<u>159,902</u>

14. Leasing agreements

The building that the charitable incorporated organisation occupies, 'The Orchard' is owned by Basingstoke and Deane Borough Council. It is currently provided by the Council free of lease costs and business rates. The trustees do not envisage a charge for these costs being levied on the charitable incorporated organisation in the future.

The total lease charge recognised as an expense during the year was £42,500 (2024: £42,500). The 100% subsidy received from Basingstoke and Deane Borough Council has been recognised as income from donated services and facilities in combination with the subsidised business rates.

The charitable incorporated organisation is committed to the lease agreement until October 2027, Basingstoke and Deane Borough Council have also issued a letter of intent to renew the lease on its' current terms with the annual charge set at £42,500. The total future minimum lease payments is expected to be nil, given that a 100% subsidy applied by the Council.

15. Analysis of net assets between funds

	Unrestricted	Designated	Restricted	31.3.25	31.3.24
	funds	funds	funds	Total	Total
	£	£	£	£	£
Fixed assets	15,691	-	-	15,691	19,782
Current assets	249,923	39,816	401,148	690,887	673,220
Current liabilities	(173,216)	-	-	(173,216)	(159,902)
	<u>92,398</u>	<u>39,816</u>	<u>401,148</u>	<u>533,362</u>	<u>533,100</u>

BASINGSTOKE VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2025

16. Movement in funds

	At 1.4.24 £	Net movement in funds £	At 31.3.25 £
Unrestricted funds			
General fund	56,425	(52,092)	4,333
Orchard	79,365	-	79,365
Designated funds	39,816	-	39,816
Orchard sinking fund	8,700	-	8,700
	<u>184,306</u>	<u>(52,092)</u>	<u>132,214</u>
Restricted funds			
Green investment grant	15,733	-	15,733
Afghan Resettlement	246,631	-	246,631
Ukraine Project	83,830	52,354	136,184
P Baker - What is age	2,000	-	2,000
Veterans	600	-	600
	<u>348,794</u>	<u>52,354</u>	<u>401,148</u>
TOTAL FUNDS	<u>533,100</u>	<u>262</u>	<u>533,362</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	403,503	(455,595)	(52,092)
Rent and rates B&DBC	96,690	(96,690)	-
	<u>500,193</u>	<u>(552,285)</u>	<u>(52,092)</u>
Restricted funds			
Ukraine Project	53,520	(1,166)	52,354
P Baker - What is age	1,097	(1,097)	-
	<u>54,617</u>	<u>(2,263)</u>	<u>52,354</u>
TOTAL FUNDS	<u>554,810</u>	<u>(554,548)</u>	<u>262</u>

BASINGSTOKE VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2025

16. Movement in funds - continued

Comparatives for movement in funds

	At 1.4.23 £	Net movement in funds £	At 31.3.24 £
Unrestricted funds			
General fund	148,133	(91,708)	56,425
Orchard	79,365	-	79,365
Designated funds	39,816	-	39,816
Orchard sinking fund	8,700	-	8,700
	<u>276,014</u>	<u>(91,708)</u>	<u>184,306</u>
Restricted funds			
Green investment grant	15,733	-	15,733
Afghan Resettlement	192,662	53,969	246,631
Ukraine Project	30,804	53,026	83,830
P Baker - What is age	-	2,000	2,000
Veterans	-	600	600
	<u>239,199</u>	<u>109,595</u>	<u>348,794</u>
TOTAL FUNDS	<u>515,213</u>	<u>17,887</u>	<u>533,100</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	402,576	(494,284)	(91,708)
Rent and rates B&DBC	96,690	(96,690)	-
	<u>499,266</u>	<u>(590,974)</u>	<u>(91,708)</u>
Restricted funds			
Afghan Resettlement	55,416	(1,447)	53,969
Ukraine Project	53,271	(245)	53,026
P Baker - What is age	2,000	-	2,000
Veterans	1,640	(1,040)	600
	<u>112,327</u>	<u>(2,732)</u>	<u>109,595</u>
TOTAL FUNDS	<u>611,593</u>	<u>(593,706)</u>	<u>17,887</u>

BASINGSTOKE VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2025

16. Movement in funds - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.23 £	Net movement in funds £	At 31.3.25 £
Unrestricted funds			
General fund Orchard	148,133	(143,800)	4,333
Designated funds	79,365	-	79,365
Orchard sinking fund	39,816	-	39,816
	8,700	-	8,700
Restricted funds	276,014	(143,800)	132,214
Green investment			
grant Afghan	15,733		15,733
Resettlement Ukraine	192,662	53,969	246,63
Project	30,804	105,380	136,184
P Baker - What is age	-	2,000	2,000
Veterans	-	600	600
	239,199	161,949	401,148
TOTAL FUNDS	515,213	18,149	533,362

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	806,079	(949,879)	(143,800)
Rent and rates B&DBC	193,380	(193,380)	-
	999,459	(1,143,259)	(143,800)
Restricted funds			
Afghan Resettlement	55,416	(1,447)	53,969
Ukraine Project	106,791	(1,411)	105,380
P Baker - What is age	3,097	(1,097)	2,000
Veterans	1,640	(1,040)	600
	166,944	(4,995)	161,949
TOTAL FUNDS	1,166,403	(1,148,254)	18,149

BASINGSTOKE VOLUNTARY ACTION

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2025**

17. Related party disclosures

There were no related party transactions for the year ended 31 March 2025.

BASINGSTOKE VOLUNTARY ACTION

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2025

	31.3.25 £	31.3.24 £
Income and endowments		
Donations and legacies Donations		
Grants	5,214	2,421
Donated services or facilities	248,204	306,173
	96,690	96,690
	350,108	405,284
Investment income		
Dividends and interest rec'd	18,224	6,226
Charitable activities		
Charitable operations	186,478	200,083
Total incoming resources	554,810	611,593
Expenditure		
Charitable activities Depreciation of tangible fixed assets	4,091	4,711
Support costs		
Finance		
Bank charges	1,176	1,798
Information technology		
IT costs	27,930	24,243
Human resources Wages	268,383	342,292
Admin		
Administrative costs	39,945	43,407
Premises		
Premises costs	213,023	177,255
Total resources	554,548	593,706
expended Net income	262	17,887

This page does not form part of the statutory financial statements

Accounts



REPORT OF THE TRUSTEES FOR THE YEAR ENDED

31 MARCH 2024

Charity registration number: 1077442

Chamberlains Chartered Accountants
Elm House, Tanshire Park
Shackleford Road, Elstead
Godalming
Surrey
GU8 6LB

BASINGSTOKE VOLUNTARY ACTION
(Charitable Incorporated Organisation)

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for the Year Ended 31 March 2024

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BASINGSTOKE VOLUNTARY ACTION
(Charitable Incorporated Organisation)

The trustees are pleased to present their report together with the financial statements of the charitable company for the year ended 31st March 2024.

REFERENCE AND ADMINISTRATIVE DETAILS

Trustees	Neil Morrow (Chair) Beth Linklater (Vice Chair) David Bowers Francesca Maritan Susan Brown Jonathan Brewin David Telford Caroline Tiller
Chief Executive Officer	Daniel Neat
Charity registration number	1077442
Registered Office	The Orchard White Hart Lane Basingstoke Hampshire RG21 4AF
Independent Examiners	Chamberlains Elm House, Tanshire Park Shackleford Road Godalming, Surrey GU8 6LB
Bankers	National Westminster Bank plc 3 London Street Basingstoke Hampshire RG21 7NS

BASINGSTOKE VOLUNTARY ACTION

(Charitable Incorporated Organisation)

Foreword from Chair of Trustees

I am pleased to bring you this annual report which describes the progress and achievements of Basingstoke Voluntary Action (BVA) during the period 2023-2024.

During the year, we successfully implemented our refreshed 3-year Strategic Plan and accompanying business plan which saw the consolidation of our learning, experience and reputation gained throughout our emergency resilience and response programmes into a refined set of service delivery aspirations and goals to fulfil our charitable objectives.

A key feature of this included our refreshed departmental structure with the expansion of our Comms & Engagement department to continue taking forward our range of VCSE support services and programmes as part of our core mission to support the sustainability of VCSE organisations across the borough.

We continue to see an ever-increasing rise in demand for our services, matched with an ever-widening scope of public, private and third sector stakeholders who regularly and proactively engage with our team. This Annual Report provides a summary of the actions and developments delivered through the year 2023-24 and outlines priority plans for the year ahead through our core departmental activities, namely:

- Community Development – including volunteering and group support
- Operations – including management of The Orchard Building
- Business Development – including delivery of our Back Office Support Services to members

Finally, I would like to thank our staff for all their hard work and enthusiasm, the many volunteers who help BVA and our local community, all of our members who do great work in our communities, and our key stakeholders for your continued support.

Neil Morrow

Chair of Trustees

August 2024

BASINGSTOKE VOLUNTARY ACTION

(Charitable Incorporated Organisation)

Governing document

On 7 December 2022 Basingstoke Voluntary Action converted from a company limited by guarantee to a Charitable Incorporated Organisation. It continues to be a charity registered with The Charity Commission under registration number 1077442. A revised governing document was adopted at that date.

Appointment of trustees

As set out in the Articles of Association, the charity trustees shall manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO. There must be at least three charity trustees. In selecting individuals for appointment as appointed charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

Organisational structure

BVA has established strong management reporting and communication lines with the Chief Executive reporting to the trustees and trustee board at frequent intervals; with managers and project coordinators reporting to the Chief Executive on activities associated to their work plans and areas of delivery; with staff and volunteers reporting to their managers on their activities associated to their work plans and project delivery areas. All projects and teams have key performance indicators that are reported quarterly to the Chief Executive who then reports them to the board of trustees. Any issues of concern are identified, and measures are taken to offset any issue or risk.

Trustee induction and training

Trustees undergo an induction programme and ongoing training programme to help ensure they understand their legal obligations under charity and company law, the content of the charity's governing document, the committee and decision-making processes, the business plan and recent financial performance of the organisation. The trustees continue to keep in touch with individual departments and projects through presentations by project staff and by personal involvement with particular departments. The charitable company is governed by its trustees with day-to-day management delegated to the Chief Executive Officer.

Risk management

The trustees have examined the risks to which the charity is exposed and have implemented a revised risk register. This revised risk register enables the charity to:

- Identify and respond to significant risks through the risk annual review
- Review ongoing risks within the trustee board meeting ensuring mitigating actions are in place and enough to minimize the risk

The key areas identified are:

- Staff and volunteer losses
- Grant and contract funding risks
- Health and Safety
- Disaster and recovery planning
- Sustainable funding
- Data and confidentiality breaches
- Reputational risk associated to poor service and staff delivery.

BASINGSTOKE VOLUNTARY ACTION

(Charitable Incorporated Organisation)

A key element in the management of financial risk is in the setting and implementation of a reserves policy that is reviewed by trustees annually.

Related parties

BVA has established strong partnership and networks of voluntary and community groups to help improve the quality of life for local residents and communities. BVA also has a close relationship with Basingstoke and Deane Borough Council (BDBC) and Hampshire County Council (HCC) as our core funding support organisations.

Public benefit

Our work with the local voluntary and community sector aims to put us at the heart of voluntary action in Basingstoke and Deane. By delivering support, information and advice to charities and local groups, we aim to bring about improved quality of services, help groups benefit and change lives, communities and residents for the better.

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Use of volunteers

There is a substantial donation of volunteer time and effort with volunteers engaged in a variety of BVA services and its projects during the year. Volunteers bring a wealth of skills and experience to the organisation with good practice principles in volunteer management provided via the in-house volunteer centre.

BASINGSTOKE VOLUNTARY ACTION

(Charitable Incorporated Organisation)

CORE ACTIVITY

1. BVA Group Development - providing support to local groups and charities

As the voluntary sector membership body for Basingstoke and Deane, we offer free professional help and advice to our member Voluntary and Community groups. As part of our role as the umbrella body for local community organisations we provide group development, support, and training on a wide range of topics including start-up, governance, funding advice and guidance, business planning and general good practice. Throughout the year we have continued to see an ever-increasing demand for our group development advice and support services, including working with our wider partners to promote social enterprise and diverse fundraising opportunities within the borough.

We have continued our mission to improve the data and insights available relating to the Voluntary and Community Sector within Basingstoke and Deane, taking forward our State of the Sector research data to review and update our internal CRM membership database, with a refreshed sense of the breadth and scope of the sector across the borough and areas of priority for focussing our limited resources to ensure the greatest level of reach and impact.

- **Basingstoke Health Walks Scheme** – a successful transition of the management of Health Walks across the borough took place during the year, with responsibility for development and coordination of the walks transferring from Basingstoke & Deane Borough Council to BVA. We have engaged a number of new walk leaders and participants to take part in the programme, with plans to expand and enhance the programme further as a ‘thematic based’ walks programme.
- **Back Office Support Services** – working in partnership with colleagues at Action Hampshire, we were pleased to successfully launch our Back Office Support Services (BOSS) scheme. Through the scheme BVA are able to provide support to local charities and non-profit groups with a range of services such as payroll, bookkeeping, marketing and branding design. Delivered at an affordable rate, the services enable us to generate sustainable income whilst simultaneously offering vital support to our member organisations in an accessible manner.
- **Homes for Ukraine Programme** – Following the sudden evacuation of families from Ukraine in March 2022, we have worked closely with both district and county councils to provide extensive welfare and community integration support to dozens of families arriving in the borough. Following a rapid volunteering, donation and partner mobilisation campaign, we continue to successfully provide the Welfare Wrap Around support for Ukrainians residing in the borough, utilising our CVS core function to support the establishment of a Ukrainian Association for Basingstoke & Deane.
- **VCSEP South East Local Lead** – Following the successful delivery of a number of community emergency responses, we been awarded the role of South East Local Lead within the Voluntary & Community Sector Emergency Partnership (VCSEP).
- **NAVCA Development Programme** – Working with the umbrella body representing CVS’s across the UK, we have been selected as 1 of 3 CVS’s to support the development of NAVCA’s service offering through both quality and practical tools.
- **Basingstoke Community Lottery** – we are delighted to report the continued success and growth of the Basingstoke & Deane Community Lottery platform, offering an opportunity for our member organisations to raise vital funds to support their local causes. Since its launch in September 2020, the platform has raised over £60,000 for local good causes.

BASINGSTOKE VOLUNTARY ACTION (Charitable Incorporated Organisation)

Future Plans

- *We will continue to review our group development offer to ensure that we are effectively targeting areas of development and support most needed by our member organisations.*
- *We will continue to explore ways of supporting the development of communities at a ward and place-based level within the borough, galvanising voluntary action in all its forms.*

2. Grants and Funding Support

We continue to lead on the provision of funding relating advice and support on behalf of the Hampshire CVS Network, with access kindly provided by Hampshire County Council to the Grant Finder national database. This has enabled us to continue providing bespoke funding reports to local charities and not-for-profit organisations with information on current grants and funding opportunities available to them and that match their eligibility requirements. Alongside this work we have continued to produce a well-received monthly Funding bulletin, distributed across Hampshire, containing details of a range of currently open funding opportunities and hints and tips for successfully accessing funding resources.

Future Plans

- *We shall continue to expand our 1-to-1 funding consultation service which will allow individuals from member groups to bring a funding requirement to us and leave their appointment with a tailored selection of viable options to follow up.*
- *We will continue running regular 'Fundraising Forums', sharing successful approaches and featuring guests from various funder organisations sharing their perspective and information on best practice/tips for success.*

3. Volunteer Centre

We work with local voluntary, community and charitable organisations that are in need of volunteers in order to fulfil their mission and help the people and communities in Basingstoke and Deane. Via our dedicated 'Volunteer North Hants' online platform, jointly managed in partnership with Hart Voluntary Action and Rushmoor Voluntary Services, we offer a comprehensive brokerage and matching service for volunteering within the borough. Within the year we helped find opportunities for hundreds of people who registered with us, triggering hundreds of enquiries around volunteering along with dozens of new organisations choosing to advertise their volunteer vacancies on our platform.

To further promote volunteering, the team have continued to proactively attend a range of external events such as the Disability Awareness Day and QMC Careers Day, as part of our mission to continually expand local awareness and engagement with volunteering. During the year we have continued to see an ever-increasing demand from local corporate and commercial organisations for us to match their employees with volunteering activities, including away-day style activities and team building events. This is not currently a service that we formally offer due to the intensity of staff capacity and availability required, however as demand for these services continues to increase we shall proactively seek to explore partnership opportunities with wider partners to support this service offering.

Future Plans

- *We will continue to seek new opportunities for promoting and encouraging local volunteering*
- *We will explore partnership opportunities to expand our current volunteering service offer, potentially to include a formalised corporate engagement service.*

BASINGSTOKE VOLUNTARY ACTION

(Charitable Incorporated Organisation)

4 Community Training

We have continued to proactively work with a range of partners to deliver a Community Training Programme for local not-for-profit organisations. With courses ranging from First Aid to governance and volunteering related topics, these courses have served as an opportunity for community groups to come together to learn about key aspects of service delivery and compliance. These courses were well received by local groups and going forwards we shall continue to review our training offer to ensure that it offers the greatest possible breadth and opportunity for development to our members.

Future Plans

- *We will continue to revise our Community Learning Programme to ensure that additional courses on key topics and areas are made available.*
- *We shall explore opportunities for digitised learning and remote delivery of our workshops.*

5. The Orchard

We continued to operate the much loved and well utilised Orchard building within the town centre. Throughout the year we saw a noticeable increase in demand for room and facilities hire requests, including from a number of new organisations that had not previously held their events with us. There continued to be movement amongst our fellow charity occupants within the building, with several offices being occupied by new tenants along with others becoming vacant due to projects either coming to an end or seeking to downsize their office space requirements. However, despite these changes we continued to hold an occupancy rate of above 90% throughout the year and strong room hire performance has meant that our income remained relatively stable even with tenant fluctuations.

The Orchard continues to be supported both in terms of reception cover and wider maintenance by the help of volunteers. We would like to thank our fantastic reception team and volunteers for all of their unwavering support throughout the year.

Future Plans:

- To continue our lift and boiler upgrade/refurbishment programmes
- To continue our aim of increasing the diversity of activities taking place, and community groups using, the building to ensure the facility remains a central home of the voluntary sector in Basingstoke and Deane.

6. Forums and Partnerships

Throughout the year we continued to host a variety of partnership meetings, providing opportunity for community organisations to come together to share best practice, news and updates. These included our Voluntary Sector Forums which offer an opportunity for our members to share their latest updates and the Older Persons Partnership, where attendees comprise a range of organisations who interact with and support older people within the borough. This includes:

- Chair of the Local Children's Partnership for Basingstoke & Deane, and lead organisation.
- CVS Lead representative for the Hampshire Leadership Forum.
- VCSEP South East Local Lead Representative.

During the year, BVA served as Treasurer of the CIC, a jointly owned partnership venture comprising of six Councils for Voluntary Service (CVS), developed as a vehicle for joint delivery of services and projects across Hampshire. As a result, our members continue to be well represented across various initiatives and promotions across the borough and beyond.

BASINGSTOKE VOLUNTARY ACTION

(Charitable Incorporated Organisation)

Future Plans

- *To continue building upon our social media and online presence in order to continue to build effective partnerships and disseminate information.*
- *To undertake a full strategic review of our existing partnerships and networking forums to ensure their ongoing fitness for purpose.*

Main aims and objectives for the coming year

- **Implementation of our Strategic Plan 2022-25** – we shall continue to hone our vision and strategy as we prepare for our new strategic cycle 2025-2028.
- **Continued expansion our Back Office Support Services (BOSS) scheme** – we shall continue to explore new ways of further expanding ‘BOSS’, our range of shared business functions for community organisations. These include services such as payroll accounting, HR support and registered address schemes to enable local organisations to thrive.
- **Community Infrastructure Partnership (CIP)** – we shall actively explore opportunity to further our collaborative working with Hampshire CVS partners in order to maximise opportunities for increased efficiency, reduction of duplication and skills sharing. One method of undertaking such work shall be via our commitment to the establishment and growth of the CIP, a legally incorporated vehicle owned jointly with 5 other CVS network partners, through which partnership opportunities can be secured.

Thank you to our supporters

We would like to take this opportunity to say a huge thank you to our supporters for working with us throughout the year to champion a vibrant and diverse voluntary sector across Basingstoke & Deane. To our core funders, Basingstoke & Deane Borough Council and Hampshire County Council, we offer our sincere gratitude for continuing to believe in the role BVA has to serve as a strategic community partner. To our Members, we say a heartfelt thank you for all that you do for our communities day in and day out, and for working with us to ensure that not-for-profit organisations working in our Borough are as well governed, financially secure and appropriately publicised as possible.

Financial review

Policy on reserves

BVA’s policy is to maintain unrestricted funds at a level that balances our objective to develop and support services with our need to remain financially stable. Our reserves policy seeks to maintain a level of unrestricted funds equating to at least six months of unrestricted expenditure. At 31st March 2024 we held total unrestricted funds of £184,306 equating to 3.7 months of general expenditure .

BASINGSTOKE VOLUNTARY ACTION

(Charitable Incorporated Organisation)

Funds

The 'unrestricted' general funds showed a net deficit on activity for the year of £91,708 before other recognised gains or losses were taken into account. After taking into account the balance of funds brought forward from the previous year, the balance at the period end was a surplus of £184,306.

Designated funds had total funds carried forward of £39,816. Restricted funds showed a surplus for the year of £109,595 and total funds carried forward of £348,794.

Principal funding sources

The main source of income for BVA core activities comprises grants received from Basingstoke and Deane Borough Council and Hampshire County Council. Other projects are funded through a mix of statutory sector grants, donations from businesses and trusts and individual donations.

Going concern

The financial statements have been prepared on a going concern basis. The trustees assess whether the use of going concern is appropriate, i.e. whether there are any material uncertainties relating to events or conditions that may cast doubt on the ability of the charity to continue as a going concern. The trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

As noted above, there is no longer any deficit relating to the defined benefit pension scheme.

The net asset position of the organisation is £533,100 with the majority of this being cash reserves. On this basis the trustees consider it appropriate to prepare the accounts on a going concern basis.

Trustees' responsibilities

The trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and regulations.

The charity trustees shall manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO. It is the duty of each charity trustee:

- a. to exercise his or her powers and to perform his or her functions in his or her capacity as a trustee of the CIO in the way he or she decides, in good faith and in a way which would be most likely to further the purposes of the CIO; and
- b. to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:
 - (i) any special knowledge or experience that he or she has or holds himself or herself out as having; and,
 - (ii) if he or she acts as a charity trustee of the CIO in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

BASINGSTOKE VOLUNTARY ACTION

(Charitable Incorporated Organisation)

The charity trustees must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of account, and to the preparation of annual reports and returns. The statements of account, reports and returns must be sent to the Charity Commission, regardless of the income of the CIO, within 10 months of the financial year end. The charity trustees must comply with their obligation to inform the Commission within 28 days of any change in the particulars of the CIO entered on the Central Register of Charities.

Independent Examiners

Chamberlains will be proposed for reappointment at the forthcoming Annual General Meeting as Independent Examiners for the 2024-25 financial year subject to receipt of satisfactory quotation.

The annual report was approved by the trustees of the charity on 02/09/2024 and signed on their behalf by

DocuSigned by:

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Neil Morrow
Chair of Trustees

BASINGSTOKE VOLUNTARY ACTION

(Charitable Incorporated Organisation)

Independent Examiner's Report to the Trustees of Basingstoke Voluntary Action

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2024.

Responsibilities and basis of report

As the charity's Trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011.

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

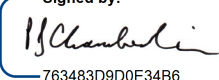
Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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

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 accord with those 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.

Signed by:



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Paul J Chamberlain

Chamberlains Chartered Accountants
Elm House, Tanshire Park
Shackleford Road, Elstead
Godalming
Surrey
GU8 6LB

Date: 17 November 2024

Basingstoke Voluntary ActionStatement of Financial Activities
for the Year Ended 31 March 2024

		Unrestricted funds £	Designated funds £	Restricted funds £	31.3.24 Total funds £	31.3.23 Total funds £
	Notes					
INCOME FROM						
Donations and legacies	2	292,957	-	112,327	405,284	528,660
Charitable activities	4					
Facilities management		200,083	-	-	200,083	207,814
Investment income	3	6,226	-	-	6,226	1,865
Total		<u>499,266</u>	<u>-</u>	<u>112,327</u>	<u>611,593</u>	<u>738,339</u>
EXPENDITURE ON						
Charitable activities	5					
Facilities management		590,974	-	2,732	593,706	523,803
Donated services and facilities		-	-	-	-	96,690
Total		<u>590,974</u>	<u>-</u>	<u>2,732</u>	<u>593,706</u>	<u>620,493</u>
NET						
INCOME/(EXPENDITURE)		(91,708)	-	109,595	17,887	117,846
Other recognised gains/(losses)						
Actuarial gains on defined benefit schemes		-	-	-	-	321,000
Net movement in funds		<u>(91,708)</u>	<u>-</u>	<u>109,595</u>	<u>17,887</u>	<u>438,846</u>
RECONCILIATION OF FUNDS						
Total funds brought forward		236,198	39,816	239,199	515,213	76,366
TOTAL FUNDS CARRIED FORWARD		<u>144,490</u>	<u>39,816</u>	<u>348,794</u>	<u>533,100</u>	<u>515,212</u>

The notes form part of these financial statements

Basingstoke Voluntary ActionBalance Sheet31 March 2024

	Notes	31.3.24 £	31.3.23 £
FIXED ASSETS			
Tangible assets	11	19,782	24,492
CURRENT ASSETS			
Debtors	12	36,795	91,101
Cash in hand		636,425	554,417
		<u>673,220</u>	<u>645,518</u>
CREDITORS			
Amounts falling due within one year	13	(159,902)	(154,798)
NET CURRENT ASSETS		<u>513,318</u>	<u>490,720</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		533,100	515,212
NET ASSETS		<u>533,100</u>	<u>515,212</u>
FUNDS	16		
Unrestricted funds		184,306	276,014
Restricted funds		348,794	239,198
TOTAL FUNDS		<u>533,100</u>	<u>515,212</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2024 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The financial statements were approved by the Board of Trustees and authorised for issue on 02/09/2024 and were signed on its behalf by:

DocuSigned by:

Neil Morrow

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Neil Morrow - Trustee

The notes form part of these financial statements

Basingstoke Voluntary ActionCash Flow Statement
for the Year Ended 31 March 2024

	Notes	31.3.24 £	31.3.23 £
Cash flows from operating activities			
Cash generated from operations	1	75,782	79,473
Net cash provided by operating activities		75,782	79,473
Cash flows from investing activities			
Interest received		6,226	1,865
Net cash provided by investing activities		6,226	1,865
Change in cash and cash equivalents in the reporting period		82,008	81,338
Cash and cash equivalents at the beginning of the reporting period		554,417	473,079
Cash and cash equivalents at the end of the reporting period		636,425	554,417

The notes form part of these financial statements

Basingstoke Voluntary ActionNotes to the Cash Flow Statement
for the Year Ended 31 March 2024**1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES**

	31.3.24	31.3.23
	£	£
Net income for the reporting period (as per the Statement of Financial Activities)	17,887	117,846
Adjustments for:		
Depreciation charges	4,711	5,031
Interest received	(6,226)	(1,865)
Decrease/(increase) in debtors	54,306	(67,360)
Increase in creditors	5,104	25,821
Net cash provided by operations	<u>75,782</u>	<u>79,473</u>

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.4.23	Cash flow	At 31.3.24
	£	£	£
Net cash			
Cash at bank and in hand	554,417	82,008	636,425
	<u>554,417</u>	<u>82,008</u>	<u>636,425</u>
Total	<u>554,417</u>	<u>82,008</u>	<u>636,425</u>

Basingstoke Voluntary Action

Notes to the Financial Statements for the Year Ended 31 March 2024

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable incorporated organisation, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

The financial statements are presented in pounds sterling (£) and amounts are rounded to the nearest pound, except for amounts relating to the pension liability which are rounded to the nearest thousand pounds.

The charitable incorporated organisation only has financial assets and liabilities of a kind that qualify as basic financial instruments. These are initially recognised at transaction value and subsequently measured at settlement value.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Donations are usually recognised immediately on receipt, unless the donation includes terms or conditions which must be met before the charitable incorporated organisation is entitled to the resources.

Grants are recognised when the charitable incorporated organisation has an entitlement to the funds and any conditions linked to the grants have been met.

Investment income is recognised on a receivable basis.

Included in income are amounts charged between internal funds for project management and service charges.

Deferred income represents amounts received for future periods and is released to income in the period for which it has been received.

Where services or facilities are provided to the charitable incorporated organisation as a donations that would normally be purchased from third party suppliers, this benefit is included in the financial statements at its fair value unless its fair value cannot be measured reliably, in which case the cost to the donor or the resale value of goods is used.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Charitable activities

Charitable expenditure comprises those costs incurred by the charitable incorporated organisation in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Allocation and apportionment of costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, staff costs by the time spent and other costs by their usage.

Amounts charged between internal funds for project management and service charges are included in income.

Basingstoke Voluntary ActionNotes to the Financial Statements - continued
for the Year Ended 31 March 2024**1. ACCOUNTING POLICIES - continued****Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 15% on cost
Computer equipment	- 20% on cost

Taxation

The charity is exempt from corporation tax on its income and gains to the extent that such income or gains are applied exclusively to charitable purposes.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Staff in employment prior to 1 June 2007 remain participants in the Hampshire County Council pension scheme, which is a defined benefit pension scheme. The accounting policy in respect of defined benefit pension schemes is shown in the relevant note to the accounts.

Staff in employment at 1 June 2007 participate in the 'Flexible Retirement Plan' operated by The Pensions Trust, which is a defined contribution scheme. Contributions are charged to the profit and loss account for the year in which they are payable to the scheme. Any contributions payable to the scheme at the year-end are included in creditors.

In October 2022 the charity left the Local Government Pension Scheme and all assets and liabilities relating to this have been transferred to Basingstoke and Deane Borough Council.

Going concern

The financial statements have been prepared on a going concern basis after taking into account the current risks relating to COVID-19.

The Trustees assess whether the use of the going concern basis is appropriate and whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charitable incorporated organization to continue as a going concern. The Trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

Basingstoke Voluntary ActionNotes to the Financial Statements - continued
for the Year Ended 31 March 2024**2. DONATIONS AND LEGACIES**

	31.3.24	31.3.23
	£	£
Donations	2,421	2,932
Grants	306,173	429,038
Donated services or facilities	96,690	96,690
	<u>405,284</u>	<u>528,660</u>

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

	31.3.24	31.3.23
	£	£
Local and central government grants	215,108	389,100
Grants from other charities and organisations	80,825	50,178
Other grants	10,240	(10,240)
	<u>306,173</u>	<u>429,038</u>

3. INVESTMENT INCOME

	31.3.24	31.3.23
	£	£
Dividends and interest rec'd	<u>6,226</u>	<u>1,865</u>

4. INCOME FROM CHARITABLE ACTIVITIES

	31.3.24	31.3.23
	£	£
Charitable operations	200,083	207,814
Activity		
Facilities management		

5. CHARITABLE ACTIVITIES COSTS

	Direct Costs	Support costs (see note 6)	Totals
	£	£	£
Facilities management	<u>4,711</u>	<u>588,995</u>	<u>593,706</u>

Donated services and facilities relate to the use of 'The Orchard' building that Basingstoke Voluntary Action occupies. In relation to business rates, the charitable incorporated organisation receives 80% mandatory charitable relief from the UK government and 20% discretionary relief from Basingstoke and Deane Borough Council. This equated to an annual charge of £54,190 (2022: £54,190).

The charitable incorporated organisation also receives a subsidy in relation to rental costs, of which further details can be found in the note on lease commitments.

Basingstoke Voluntary ActionNotes to the Financial Statements - continued
for the Year Ended 31 March 2024**6. SUPPORT COSTS**

	Finance £	Information technology £	Human resources £
Facilities management	1,798	24,243	342,292
	Admin £	Premises £	Totals £
Facilities management	43,407	177,255	588,995

7. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.3.24 £	31.3.23 £
Depreciation - owned assets	4,710	5,032

8. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2024 nor for the year ended 31 March 2023.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2023 nor for the year ended 31 March 2022.

9. STAFF COSTS

	31.3.24 £	31.3.23 £
Wages and salaries	342,292	325,372
Social security costs	-	20,419
Other pension costs	-	13,910
	342,292	359,701

The total employee benefits of the key management personnel of the charitable incorporated organisation were £79,177 (2022: £80,899).

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

	31.3.24	31.3.23
Full-time headcount	-	3
Part-time headcount	-	14
	-	17

No employees received emoluments in excess of £60,000.

Basingstoke Voluntary ActionNotes to the Financial Statements - continued
for the Year Ended 31 March 2024**10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £
INCOME FROM				
Donations and legacies	354,686	-	173,974	528,660
Charitable activities				
Facilities management	207,814	-	-	207,814
Investment income	1,865	-	-	1,865
Total	<u>564,365</u>	<u>-</u>	<u>173,974</u>	<u>738,339</u>
EXPENDITURE ON				
Charitable activities				
Facilities management	470,726	7,183	45,894	523,803
Donated services and facilities	96,690	-	-	96,690
Total	<u>567,416</u>	<u>7,183</u>	<u>45,894</u>	<u>620,493</u>
NET INCOME/(EXPENDITURE)	(3,051)	(7,183)	128,080	117,846
Other recognised gains/(losses)				
Actuarial gains on defined benefit schemes	321,000	-	-	321,000
Net movement in funds	317,949	(7,183)	128,080	438,846
RECONCILIATION OF FUNDS				
Total funds brought forward	(81,751)	47,000	111,117	76,366
TOTAL FUNDS CARRIED FORWARD	<u>236,198</u>	<u>39,817</u>	<u>239,197</u>	<u>515,212</u>

11. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 April 2023 and 31 March 2024	81,011	33,176	114,187
DEPRECIATION			
At 1 April 2023	58,553	31,142	89,695
Charge for year	4,033	677	4,710
At 31 March 2024	62,586	31,819	94,405
NET BOOK VALUE			
At 31 March 2024	18,425	1,357	19,782
At 31 March 2023	22,458	2,034	24,492

Basingstoke Voluntary ActionNotes to the Financial Statements - continued
for the Year Ended 31 March 2024**12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.3.24	31.3.23
	£	£
Trade debtors	35,771	90,511
Other debtors	1,024	380
Prepayments and accrued income	-	210
	<u>36,795</u>	<u>91,101</u>

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.24	31.3.23
	£	£
Trade creditors	12,809	19,088
Social security and other taxes	3,159	-
Other creditors	129,820	117,282
Accruals and deferred income	14,114	18,428
	<u>159,902</u>	<u>154,798</u>

14. LEASING AGREEMENTS

The building that the charitable incorporated organisation occupies, 'The Orchard' is owned by Basingstoke and Deane Borough Council. It is currently provided by the Council free of lease costs and business rates. The trustees do not envisage a charge for these costs being levied on the charitable incorporated organisation in the future.

The total lease charge recognised as an expense during the year was £42,500 (2022: £42,500). The 100% subsidy received from Basingstoke and Deane Borough Council has been recognised as income from donated services and facilities in combination with the subsidised business rates.

The charitable incorporated organisation is committed to the lease agreement until October 2025 and the annual charge is set at £42,500. The total future minimum lease payments is expected to be nil, given that a 100% subsidy applied by the Council.

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds	Designated funds	Restricted funds	31.3.24 Total funds	31.3.23 Total funds
	£	£	£	£	£
Fixed assets	19,782	-	-	19,782	24,492
Current assets	284,610	39,816	348,794	673,220	645,518
Current liabilities	(159,902)	-	-	(159,902)	(154,798)
	<u>144,490</u>	<u>39,816</u>	<u>348,794</u>	<u>533,100</u>	<u>515,212</u>

Basingstoke Voluntary ActionNotes to the Financial Statements - continued
for the Year Ended 31 March 2024**16. MOVEMENT IN FUNDS**

	At 1.4.23 £	Net movement in funds £	At 31.3.24 £
Unrestricted funds			
General fund	148,133	(91,708)	56,425
Orchard	79,365	-	79,365
Designated funds	39,816	-	39,816
Orchard sinking fund	8,700	-	8,700
	276,014	(91,708)	184,306
Restricted funds			
Green investment grant	15,733	-	15,733
Afghan Resettlement	192,662	53,969	246,631
Ukraine Project	30,804	53,026	83,830
P Baker - What is age	-	2,000	2,000
Veterans	-	600	600
	239,199	109,595	348,794
TOTAL FUNDS	515,213	17,887	533,100

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	402,576	(494,284)	(91,708)
Rent and rates B&DBC	96,690	(96,690)	-
	499,266	(590,974)	(91,708)
Restricted funds			
Afghan Resettlement	55,416	(1,447)	53,969
Ukraine Project	53,271	(245)	53,026
P Baker - What is age	2,000	-	2,000
Veterans	1,640	(1,040)	600
	112,327	(2,732)	109,595
TOTAL FUNDS	611,593	(593,706)	17,887

Basingstoke Voluntary ActionNotes to the Financial Statements - continued
for the Year Ended 31 March 2024**16. MOVEMENT IN FUNDS - continued****Comparatives for movement in funds**

	At 1.4.22 £	Net movement in funds £	At 31.3.23 £
Unrestricted funds			
General fund	(158,402)	306,535	148,133
Orchard	67,951	11,414	79,365
Designated funds	47,000	(7,184)	39,816
Orchard sinking fund	8,700	-	8,700
	(34,751)	310,765	276,014
Restricted funds			
Green investment grant	25,974	(10,240)	15,734
Reboot IT	7,214	(7,214)	-
Afghan Resettlement	77,929	114,732	192,661
Ukraine Project	-	30,803	30,803
	111,117	128,081	239,198
TOTAL FUNDS	76,366	438,846	515,212

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	278,932	(293,397)	321,000	306,535
Orchard	188,743	(177,329)	-	11,414
Rent and rates B&DBC	96,690	(96,690)	-	-
Designated funds	-	(7,184)	-	(7,184)
	564,365	(574,600)	321,000	310,765
Restricted funds				
Green investment grant	(10,240)	-	-	(10,240)
Reboot IT	8,610	(15,824)	-	(7,214)
Afghan Resettlement	144,603	(29,871)	-	114,732
Ukraine Project	31,001	(198)	-	30,803
	173,974	(45,893)	-	128,081
TOTAL FUNDS	738,339	(620,493)	321,000	438,846

Basingstoke Voluntary ActionNotes to the Financial Statements - continued
for the Year Ended 31 March 2024**16. MOVEMENT IN FUNDS - continued**

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.22 £	Net movement in funds £	At 31.3.24 £
Unrestricted funds			
General fund	(158,402)	214,827	56,425
Orchard	67,951	11,414	79,365
Designated funds	47,000	(7,184)	39,816
Orchard sinking fund	8,700	-	8,700
	(34,751)	219,057	184,306
Restricted funds			
Green investment grant	25,974	(10,240)	15,734
Reboot IT	7,214	(7,214)	-
Afghan Resettlement	77,929	168,701	246,630
Ukraine Project	-	83,829	83,829
P Baker - What is age	-	2,000	2,000
Veterans	-	600	600
	111,117	237,676	348,793
TOTAL FUNDS	<u>76,366</u>	<u>456,733</u>	<u>533,099</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	681,508	(787,681)	321,000	214,827
Orchard	188,743	(177,329)	-	11,414
Rent and rates B&DBC	193,380	(193,380)	-	-
Designated funds	-	(7,184)	-	(7,184)
	1,063,631	(1,165,574)	321,000	219,057
Restricted funds				
Green investment grant	(10,240)	-	-	(10,240)
Reboot IT	8,610	(15,824)	-	(7,214)
Afghan Resettlement	200,019	(31,318)	-	168,701
Ukraine Project	84,272	(443)	-	83,829
P Baker - What is age	2,000	-	-	2,000
Veterans	1,640	(1,040)	-	600
	286,301	(48,625)	-	237,676
TOTAL FUNDS	<u>1,349,932</u>	<u>(1,214,199)</u>	<u>321,000</u>	<u>456,733</u>

Basingstoke Voluntary Action

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

17. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2024.

Basingstoke Voluntary ActionDetailed Statement of Financial Activities
for the Year Ended 31 March 2024

	31.3.24 £	31.3.23 £
INCOME		
Donations and legacies		
Donations	2,421	2,932
Grants	306,173	429,038
Donated services or facilities	96,690	96,690
	405,284	528,660
Investment income		
Dividends and interest rec'd	6,226	1,865
Charitable activities		
Charitable operations	200,083	207,814
Total incoming resources	611,593	738,339
EXPENDITURE		
Charitable activities		
Depreciation of tangible fixed assets	4,711	5,031
Support costs		
Finance		
Bank charges	1,798	1,701
Information technology		
IT costs	24,243	22,976
Human resources		
Wages	342,292	325,372
Social security	-	20,419
Pensions	-	13,910
	342,292	359,701
Admin		
Administrative costs	43,407	58,093
Premises		
Premises costs	177,255	172,991
Total resources expended	593,706	620,493
Net income	17,887	117,846

Accounts



REPORT OF THE TRUSTEES FOR THE YEAR ENDED

31 MARCH 2023

Charity registration number: 1077442

Contents of the Financial Statements
for the Year Ended 31 March 2023

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BASINGSTOKE VOLUNTARY ACTION

(Charitable Incorporated Organisation)

The trustees are pleased to present their report together with the financial statements of the charitable company for the year ended 31st March 2023.

REFERENCE AND ADMINISTRATIVE DETAILS

Trustees	Neil Morrow (Chair) Beth Linklater (Vice Chair) David Bowers Francesca Maritan Susan Brown Jonathan Brewin David Telford Karen Chillman (December 2023)
Chief Executive Officer	Daniel Neat
Charity registration number	1077442
Registered Office	The Orchard White Hart Lane Basingstoke Hampshire RG21 4AF
Independent Examiners	Chamberlains Elm House, Tanshire Park Shackleford Road Godalming, Surrey GU8 6LB
Bankers	National Westminster Bank plc 3 London Street Basingstoke Hampshire RG21 7NS

BASINGSTOKE VOLUNTARY ACTION

(Charitable Incorporated Organisation)

Foreword from Chair of Trustees

Foreword from Chair of Trustees

I am pleased to bring you this annual report which describes the progress and achievements of Basingstoke Voluntary Action (BVA) during the period 2022-2023.

During the year, we successfully implemented our refreshed 3-year Strategic Plan and accompanying business plan which saw the consolidation of our learning, experience and reputation gained throughout the Covid-19 pandemic into a refined set of service delivery aspirations and goals to fulfil our charitable objectives.

A key feature of this included our refreshed departmental structure with the creation of a new 'Resident Services' department to continue taking forward our range of resident-focussed programmes and services as part of our wider mission to mobilise voluntary sector action across the borough.

We continue to see an ever-increasing rise in demand for our services, matched with an ever-widening scope of public, private and third sector stakeholders who regularly and proactively engage with our team. This Annual Report provides a summary of the actions and developments delivered through the year 2022-23 and outlines priority plans for the year ahead through our core departmental activities, namely:

- Community Development – including volunteering and group support
- Resident Services – including our refugee and vulnerable residents' support
- Operations – including management of The Orchard Building
- Business Development – including delivery of our Back Office Support Services to members

Finally, I would like to thank our staff for all their hard work and enthusiasm, the many volunteers who help BVA and our local community, all of our members who do great work in our communities, and our key stakeholders for your continued support.

Neil Morrow

Chair of Trustees

January 2024

BASINGSTOKE VOLUNTARY ACTION

(Charitable Incorporated Organisation)

Governing document

On 19 January 2023 Basingstoke Voluntary Action converted from a company limited by guarantee to a Charitable Incorporated Organisation. It continues to be a charity registered with The Charity Commission under registration number 1077442. A revised governing document was adopted at that date.

Appointment of trustees

As set out in the Articles of Association, the charity trustees shall manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO. There must be at least three charity trustees. In selecting individuals for appointment as appointed charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

Organisational structure

BVA has established strong management reporting and communication lines with the Chief Executive reporting to the trustees and trustee board at frequent intervals; with managers and project coordinators reporting to the Chief Executive on activities associated to their work plans and areas of delivery; with staff and volunteers reporting to their managers on their activities associated to their work plans and project delivery areas. All projects and teams have key performance indicators that are reported quarterly to the Chief Executive who then reports them to the board of trustees. Any issues of concern are identified, and measures are taken to offset any issue or risk.

Trustee induction and training

Trustees undergo an induction programme and ongoing training programme to help ensure they understand their legal obligations under charity and company law, the content of the charity's governing document, the committee and decision-making processes, the business plan and recent financial performance of the organisation. The trustees continue to keep in touch with individual departments and projects through presentations by project staff and by personal involvement with particular departments. The charitable company is governed by its trustees with day-to-day management delegated to the Chief Executive Officer.

Risk management

The trustees have examined the risks to which the charity is exposed and have implemented a risk management policy and procedure. This policy enables the charity to:

- Identify and respond to significant risks through the risk annual review
- Review ongoing risks within the trustee board meeting ensuring mitigating actions are in place and enough to minimize the risk

The key areas identified are:

BASINGSTOKE VOLUNTARY ACTION

(Charitable Incorporated Organisation)

- Staff and volunteer losses
- Grant and contract funding risks
- Health and Safety
- Disaster and recovery planning
- Sustainable funding
- Data and confidentiality breaches
- Reputational risk associated to poor service and staff delivery.

A key element in the management of financial risk is in the setting and implementation of a reserves policy that is reviewed by trustees annually.

Related parties

BVA has established strong partnership and networks of voluntary and community groups to help improve the quality of life for local residents and communities. BVA also has a close relationship with Basingstoke and Deane Borough Council (BDBC) and Hampshire County Council (HCC) as our core funding support organisations.

Public benefit

Our work with the local voluntary and community sector aims to put us at the heart of voluntary action in Basingstoke and Deane. By delivering support, information and advice to charities and local groups, we aim to bring about improved quality of services, help groups benefit and change lives, communities and residents for the better.

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Use of volunteers

There is a substantial donation of volunteer time and effort with volunteers engaged in a variety of BVA services and its projects during the year. Volunteers bring a wealth of skills and experience to the organisation with good practice principles in volunteer management provided via the in-house volunteer centre.

BASINGSTOKE VOLUNTARY ACTION

(Charitable Incorporated Organisation)

CORE ACTIVITY

1. BVA Group Development - providing support to local groups and charities

As the voluntary sector membership body for Basingstoke and Deane, we offer free professional help and advice to our member Voluntary and Community groups. As part of our role as the umbrella body for local community organisations we provide group development, support, and training on a wide range of topics including start-up, governance, funding advice and guidance, business planning and general good practice. Throughout the year we have continued to see an ever-increasing demand for our group development advice and support services, including working with our wider partners to promote social enterprise and diverse fundraising opportunities within the borough.

We have continued our mission to improve the data and insights available relating to the Voluntary and Community Sector within Basingstoke and Deane, taking forward our State of the Sector research data to review and update our internal CRM membership database, with a refreshed sense of the breadth and scope of the sector across the borough and areas of priority for focussing our limited resources to ensure the greatest level of reach and impact.

- **Disclosure and Barring Service** – we continue to expand our successful DBS processing service on behalf of our members, delivering hundreds volunteer and employee vetting checks. As one of the final remaining CVS bodies in the county to continue offering such a service, we shall seek to develop this area of work further via the introduction of a digital system to replace the current paper-based submissions.
- **Basingstoke Health Walks Scheme** – a successful transition of the management of Health Walks across the borough took place during the year, with responsibility for development and coordination of the walks transferring from Basingstoke & Deane Borough Council to BVA. We have engaged a number of new walk leaders and participants to take part in the programme, with plans to expand and enhance the programme further as a ‘thematic based’ walks programme.
- **Back Office Support Services** – working in partnership with colleagues at Action Hampshire, we were pleased to successfully launch our Back Office Support Services (BOSS) scheme. Through the scheme BVA are able to provide support to local charities and non-profit groups with a range of services such as payroll, bookkeeping, marketing and branding design. Delivered at an affordable rate, the services enable us to generate sustainable income whilst simultaneously offering vital support to our member organisations in an accessible manner.
- **Afghanistan Evacuee Emergency Response** – Following the sudden evacuation of families from Afghanistan to the UK during 2021, we worked closely with both district and county councils to provide extensive welfare and community integration support to dozens of families arriving within the borough. Following a rapid volunteering, donation and partner mobilisation campaign, we successfully concluded this programme in May 2023.

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- **Homes for Ukraine Programme** – Following the sudden evacuation of families from Ukraine in March 2022, we have worked closely with both district and county councils to provide extensive welfare and community integration support to dozens of families arriving in the borough. Following a rapid volunteering, donation and partner mobilisation campaign, we continue to successfully provide the Welfare Wrap Around support for Ukrainians residing in the borough, utilising our CVS core function to support the establishment of a Ukrainian Association for Basingstoke & Deane.
- **VCSEP South East Local Lead** – Following the successful delivery of a number of community emergency responses, we been awarded the role of South East Local Lead within the Voluntary & Community Sector Emergency Partnership (VCSEP).
- **Basingstoke Community Lottery** – we are delighted to report the continued success and growth of the Basingstoke & Deane Community Lottery platform, offering an opportunity for our member organisations to raise vital funds to support their local causes. Since its launch in September 2020, the platform has raised over £60,000 for local good causes.

Future Plans

- *We will continue to review our group development offer to ensure that we are effectively targeting areas of development and support most needed by our member organisations.*
- *We will continue to explore ways of supporting the development of communities at a ward and place-based level within the borough, galvanising voluntary action in all its forms.*

2. Grants and Funding Support

We continue to lead on the provision of funding relating advice and support on behalf of the Hampshire CVS Network, with access kindly provided by Hampshire County Council to the Grant Finder national database. This has enabled us to continue providing bespoke funding reports to local charities and not-for-profit organisations with information on current grants and funding opportunities available to them and that match their eligibility requirements. Alongside this work we have continued to produce a well-received monthly Funding bulletin, distributed across Hampshire, containing details of a range of currently open funding opportunities and hints and tips for successfully accessing funding resources.

Future Plans

- *We shall continue to expand our 1-to-1 funding consultation service which will allow individuals from member groups to bring a funding requirement to us and leave their appointment with a tailored selection of viable options to follow up.*
- *We will continue running regular 'Fundraising Forums', sharing successful approaches and featuring guests from various funder organisations sharing their perspective and information on best practice/tips for success.*

BASINGSTOKE VOLUNTARY ACTION

(Charitable Incorporated Organisation)

3. Volunteer Centre

We work with local voluntary, community and charitable organisations that are in need of volunteers in order to fulfil their mission and help the people and communities in Basingstoke and Deane. Via our dedicated 'Volunteer North Hants' online platform, jointly managed in partnership with Hart Voluntary Action and Rushmoor Voluntary Services, we offer a comprehensive brokerage and matching service for volunteering within the borough. Within the year we helped find opportunities for hundreds of people who registered with us, triggering hundreds of enquiries around volunteering along with dozens of new organisations choosing to advertise their volunteer vacancies on our platform.

To further promote volunteering, the team have continued to proactively attend a range of external events such as the Disability Awareness Day and QMC Careers Day, as part of our mission to continually expand local awareness and engagement with volunteering. During the year we have continued to see an ever-increasing demand from local corporate and commercial organisations for us to match their employees with volunteering activities, including away-day style activities and team building events. This is not currently a service that we formally offer due to the intensity of staff capacity and availability required, however as demand for these services continues to increase we shall proactively seek to explore partnership opportunities with wider partners to support this service offering.

Future Plans

- *We will continue to seek new opportunities for promoting and encouraging local volunteering*
- *We will explore partnership opportunities to expand our current volunteering service offer, potentially to include a formalised corporate engagement service.*

4. Community Training

We have continued to proactively work with a range of partners to deliver a Community Training Programme for local not-for-profit organisations. With courses ranging from First Aid to governance and volunteering related topics, these courses have served as an opportunity for community groups to come together to learn about key aspects of service delivery and compliance. These courses were well received by local groups and going forwards we shall continue to review our training offer to ensure that it offers the greatest possible breadth and opportunity for development to our members.

Future Plans

- *We will continue to revise our Community Learning Programme to ensure that additional courses on key topics and areas are made available.*
- *We shall explore opportunities for digitised learning and remote delivery of our workshops.*

BASINGSTOKE VOLUNTARY ACTION

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5. The Orchard

We continued to operate the much loved and well utilised Orchard building within the town centre. Throughout the year we saw a noticeable increase in demand for room and facilities hire requests, including from a number of new organisations that had not previously held their events with us. There continued to be movement amongst our fellow charity occupants within the building, with several offices being occupied by new tenants along with others becoming vacant due to projects either coming to an end or seeking to downsize their office space requirements. However, despite these changes we continued to hold an occupancy rate of above 80% throughout the year and strong room hire performance has meant that our income remained relatively stable even with tenant fluctuations.

The Orchard continues to be supported both in terms of reception cover and wider maintenance by the help of volunteers. We would like to thank our fantastic reception team and volunteers for all of their unwavering support throughout the year.

Future Plans:

- To continue our lift and boiler upgrade/refurbishment programmes
- To continue our aim of increasing the diversity of activities taking place, and community groups using, the building to ensure the facility remains a central home of the voluntary sector in Basingstoke and Deane.

6. Forums and Partnerships

Throughout the year we continued to host a variety of partnership meetings, providing opportunity for community organisations to come together to share best practice, news and updates. These included our Voluntary Sector Forums which offer an opportunity for our members to share their latest updates and the Older Persons Partnership, where attendees comprise a range of organisations who interact with and support older people within the borough.

During the year, BVA served as Chair of the Community Infrastructure Partnership CIC, a jointly owned partnership venture comprising of six Councils for Voluntary Service (CVS), developed as a vehicle for joint delivery of services and projects across Hampshire. As a result, our members continue to be well represented across various initiatives and promotions across the borough and beyond.

Future Plans

- *To continue building upon our social media and online presence in order to continue to build effective partnerships and disseminate information.*
- *To undertake a full strategic review of our existing partnerships and networking forums to ensure their ongoing fitness for purpose.*

BASINGSTOKE VOLUNTARY ACTION

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Main aims and objectives for the coming year

- **Implementation of our Strategic Plan 2022-25** – we shall continue to hone our vision and strategy as we prepare for the final year of this strategic cycle.
- **Continued expansion our Back Office Support Services (BOSS) scheme** – we shall continue to explore new ways of further expanding 'BOSS', our range of shared business functions for community organisations. These include services such as payroll accounting, HR support and registered address schemes to enable local organisations to thrive.
- **Community Infrastructure Partnership (CIP)** – we shall actively explore opportunity to further our collaborative working with Hampshire CVS partners in order to maximise opportunities for increased efficiency, reduction of duplication and skills sharing. One method of undertaking such work shall be via our commitment to the establishment and growth of the CIP, a legally incorporated vehicle owned jointly with 6 other CVS network partners, through which partnership opportunities can be secured.

Thank you to our supporters

We would like to take this opportunity to say a huge thank you to our supporters for working with us throughout the year to champion a vibrant and diverse voluntary sector across Basingstoke & Deane. To our core funders, Basingstoke & Deane Borough Council and Hampshire County Council, we offer our sincere gratitude for continuing to believe in the role BVA has to serve as a strategic community partner. To our Members, we say a heartfelt thank you for all that you do for our communities day in and day out, and for working with us to ensure that not-for-profit organisations working in our Borough are as well governed, financially secure and appropriately publicised as possible.

Financial review

Policy on reserves

BVA's policy is to maintain unrestricted funds at a level that balances our objective to develop and support services with our need to remain financially stable. Our reserves policy seeks to maintain a level of unrestricted funds equating to at least six months of unrestricted expenditure. At 31st March 2023 we held total unrestricted funds of £276,014 equating to 7.6 months of general expenditure .

Funds

The 'unrestricted' general funds showed a net deficit on activity for the year of £3,051 before other recognised gains or losses were taken into account. After allowing for the 'Actuarial' gain on the pension benefit scheme of £321,000 and taking into account the balance of funds brought forward from the previous year, the balance at the period end was a surplus of £236,198.

BASINGSTOKE VOLUNTARY ACTION

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Designated funds had a deficit for the year of £7,183 and total funds carried forward of £39,817. Restricted funds showed a surplus for the year of £128,080 and total funds carried forward of £239,197. During the year Basingstoke Voluntary Action exited the defined benefit pension scheme administered by Hampshire County Council with the assets and liabilities relating to that scheme being transferred to Basingstoke and Deane Borough Council. Consequently, there is no longer any deficit relating to the pension scheme in these accounts.

Principal funding sources

The main source of income for BVA core activities comprises grants received from Basingstoke and Deane Borough Council and Hampshire County Council. Other projects are funded through a mix of statutory sector grants, donations from businesses and trusts and individual donations.

Going concern

The financial statements have been prepared on a going concern basis. The trustees assess whether the use of going concern is appropriate, i.e. whether there are any material uncertainties relating to events or conditions that may cast doubt on the ability of the charity to continue as a going concern. The trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

As noted above, there is no longer any deficit relating to the defined benefit pension scheme.

The net asset position of the organisation is £515,212 with the majority of this being cash reserves. On this basis the trustees consider it appropriate to prepare the accounts on a going concern basis.

Trustees' responsibilities

The trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and regulations.

The charity trustees shall manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO. It is the duty of each charity trustee:

- a. to exercise his or her powers and to perform his or her functions in his or her capacity as a trustee of the CIO in the way he or she decides, in good faith and in a way which would be most likely to further the purposes of the CIO; and
- b. to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:
 - (i) any special knowledge or experience that he or she has or holds himself or herself out as having; and,
 - (ii) if he or she acts as a charity trustee of the CIO in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

BASINGSTOKE VOLUNTARY ACTION

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The charity trustees must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of account, and to the preparation of annual reports and returns. The statements of account, reports and returns must be sent to the Charity Commission, regardless of the income of the CIO, within 10 months of the financial year end. The charity trustees must comply with their obligation to inform the Commission within 28 days of any change in the particulars of the CIO entered on the Central Register of Charities.

Independent Examiners

Chamberlains will be proposed for reappointment at the forthcoming Annual General Meeting as Independent Examiners for the 2023-24 financial year subject to receipt of satisfactory quotation.

The annual report was approved by the trustees of the charity on 12th January 2024 and signed on their behalf by

A handwritten signature in black ink, appearing to read 'Neil Morrow', with a stylized, cursive script.

Neil Morrow
Chair of Trustees

Independent Examiner's Report to the Trustees of
Basingstoke Voluntary Action

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2023.

Responsibilities and basis of report

As the charity's Trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011.

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

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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

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 accord with those 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.



Paul J Chamberlain

Chamberlains Chartered Accountants
Elm House, Tanshire Park
Shackleford Road, Elstead
Godalming
Surrey
GU8 6LB

Date: 30 January 2024

Basingstoke Voluntary Action

**Statement of Financial Activities
for the Year Ended 31 March 2023**

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	31.3.23 Total funds £	31.3.22 Total funds £
INCOME FROM						
Donations and legacies	2	354,686	-	173,974	528,660	512,366
Charitable activities	4					
Facilities management		207,814	-	-	207,814	179,298
Investment income	3	1,865	-	-	1,865	44
Total		<u>564,365</u>	<u>-</u>	<u>173,974</u>	<u>738,339</u>	<u>691,708</u>
EXPENDITURE ON						
Charitable activities	5					
Facilities management		470,726	7,183	45,894	523,803	484,223
Donated services and facilities		96,690	-	-	96,690	96,690
Total		<u>567,416</u>	<u>7,183</u>	<u>45,894</u>	<u>620,493</u>	<u>580,913</u>
NET INCOME/(EXPENDITURE)		(3,051)	(7,183)	128,080	117,846	110,795
Other recognised gains/(losses)						
Actuarial gains on defined benefit schemes		321,000	-	-	321,000	211,000
Net movement in funds		317,949	(7,183)	128,080	438,846	321,795
RECONCILIATION OF FUNDS						
Total funds brought forward		(81,751)	47,000	111,117	76,366	(245,429)
TOTAL FUNDS CARRIED FORWARD		<u>236,198</u>	<u>39,817</u>	<u>239,197</u>	<u>515,212</u>	<u>76,366</u>

The notes form part of these financial statements

Basingstoke Voluntary Action

Balance Sheet
31 March 2023

	Notes	31.3.23 £	31.3.22 £
FIXED ASSETS			
Tangible assets	11	24,492	29,524
CURRENT ASSETS			
Debtors	12	91,101	23,741
Cash in hand		554,417	473,079
		<u>645,518</u>	<u>496,820</u>
CREDITORS			
Amounts falling due within one year	13	(154,798)	(128,978)
		<u>490,720</u>	<u>367,842</u>
NET CURRENT ASSETS			
		<u>490,720</u>	<u>367,842</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		515,212	397,366
PENSION LIABILITY	17	-	(321,000)
		<u>515,212</u>	<u>76,366</u>
NET ASSETS			
		<u>515,212</u>	<u>76,366</u>
FUNDS	16		
Unrestricted funds		276,014	(34,751)
Restricted funds		239,198	111,117
TOTAL FUNDS		<u>515,212</u>	<u>76,366</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2023 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The notes form part of these financial statements

continued
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Basingstoke Voluntary Action

Balance Sheet - continued

31 March 2023

The financial statements were approved by the Board of Trustees and authorised for issue on 30 January 2024..... and were signed on its behalf by:



.....
Neil Morrow - Trustee

The notes form part of these financial statements

Basingstoke Voluntary Action

Cash Flow Statement

for the Year Ended 31 March 2023

	Notes	31.3.23 £	31.3.22 £
Cash flows from operating activities			
Cash generated from operations	1	<u>79,473</u>	<u>138,623</u>
Net cash provided by operating activities		<u>79,473</u>	<u>138,623</u>
Cash flows from investing activities			
Interest received		<u>1,865</u>	<u>44</u>
Net cash provided by investing activities		<u>1,865</u>	<u>44</u>
Change in cash and cash equivalents in the reporting period		81,338	138,667
Cash and cash equivalents at the beginning of the reporting period		<u>473,079</u>	<u>334,412</u>
Cash and cash equivalents at the end of the reporting period		<u>554,417</u>	<u>473,079</u>

The notes form part of these financial statements

Basingstoke Voluntary Action

Notes to the Cash Flow Statement
for the Year Ended 31 March 2023

1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	31.3.23 £	31.3.22 £
Net income for the reporting period (as per the Statement of Financial Activities)	117,846	110,795
Adjustments for:		
Depreciation charges	5,031	6,312
Interest received	(1,865)	(44)
(Increase)/decrease in debtors	(67,360)	19,691
Increase/(decrease) in creditors	25,821	(13,131)
Difference between pension charge and cash contributions	-	15,000
Net cash provided by operations	79,473	138,623

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.4.22 £	Cash flow £	At 31.3.23 £
Net cash			
Cash at bank and in hand	473,079	81,338	554,417
	<u>473,079</u>	<u>81,338</u>	<u>554,417</u>
Total	<u>473,079</u>	<u>81,338</u>	<u>554,417</u>

The notes form part of these financial statements

Notes to the Financial Statements
for the Year Ended 31 March 2023

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable incorporated organisation, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

The financial statements are presented in pounds sterling (£) and amounts are rounded to the nearest pound, except for amounts relating to the pension liability which are rounded to the nearest thousand pounds.

The charitable incorporated organisation only has financial assets and liabilities of a kind that qualify as basic financial instruments. These are initially recognised as transaction value and subsequently measured at settlement value.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Donations are usually recognised immediately on receipt, unless the donation includes terms or conditions which must be met before the charitable incorporated organisation is entitled to the resources.

Grants are recognised when the charitable incorporated organisation has an entitlement to the funds and any conditions linked to the grants have been met.

Investment income is recognised on a receivable basis.

Included in income are amounts charged between internal funds for project management and service charges.

Deferred income represents amounts received for future periods and is released to income in the period for which it has been received.

Where services or facilities are provided to the charitable incorporated organisation as a donations that would normally be purchased from third party suppliers, this benefit is included in the financial statements at its fair value unless its fair value cannot be measured reliably, in which case the cost to the donor or the resale value of goods is used.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

continued...

Notes to the Financial Statements - continued
for the Year Ended 31 March 2023

1. ACCOUNTING POLICIES - continued

Charitable activities

Charitable expenditure comprises those costs incurred by the charitable incorporated organisation in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Allocation and apportionment of costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, staff costs by the time spent and other costs by their usage.

Amounts charged between internal funds for project management and service charges are included in income.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 15% on cost
Computer equipment	- 20% on cost

Taxation

The charity is exempt from corporation tax on its income and gains to the extent that such income or gains are applied exclusively to charitable purposes.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

Staff in employment prior to 1 June 2007 remain participants in the Hampshire County Council pension scheme, which is a defined benefit pension scheme. The accounting policy in respect of defined benefit pension schemes is shown in the relevant note to the accounts.

Staff in employment at 1 June 2007 participate in the 'Flexible Retirement Plan' operated by The Pensions Trust, which is a defined contribution scheme. Contributions are charged to the profit and loss account for the year in which they are payable to the scheme. Any contributions payable to the scheme at the year-end are included in creditors.

In October 2022 the charity left the Local Government Pension Scheme and all assets and liabilities relating to this have been transferred to Basingstoke and Deane Borough Council.

continued...

Notes to the Financial Statements - continued
for the Year Ended 31 March 2023

1. ACCOUNTING POLICIES - continued

Going concern

The financial statements have been prepared on a going concern basis after taking into account the current risks relating to COVID-19.

The Trustees assess whether the use of the going concern basis is appropriate and whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charitable incorporated organization to continue as a going concern. The Trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

2. DONATIONS AND LEGACIES

	31.3.23	31.3.22
	£	£
Donations	2,932	3,030
Grants	429,038	412,646
Donated services or facilities	96,690	96,690
	<u>528,660</u>	<u>512,366</u>

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

	31.3.23	31.3.22
	£	£
Local and central government grants	389,100	308,757
Grants from other charities and organisations	50,178	103,889
Other grants	(10,240)	-
	<u>429,038</u>	<u>412,646</u>

3. INVESTMENT INCOME

	31.3.23	31.3.22
	£	£
Dividends and interest rec'd	<u>1,865</u>	<u>44</u>

continued...

Notes to the Financial Statements - continued
for the Year Ended 31 March 2023

4. INCOME FROM CHARITABLE ACTIVITIES

		31.3.23	31.3.22
	Activity	£	£
Charitable operations	Facilities management	207,814	179,298

5. CHARITABLE ACTIVITIES COSTS

	Direct Costs	Support costs (see note 6)	Totals
	£	£	£
Facilities management	5,031	518,772	523,803
Donated services and facilities	-	96,690	96,690
	5,031	615,462	620,493

Donated services and facilities relate to the use of 'The Orchard' building that Basingstoke Voluntary Action occupies. In relation to business rates, the charitable incorporated organisation receives 80% mandatory charitable relief from the UK government and 20% discretionary relief from Basingstoke and Deane Borough Council. This equated to an annual charge of £54,190 (2022: £54,190).

The charitable incorporated organisation also receives a subsidy in relation to rental costs, of which further details can be found in the note on lease commitments.

6. SUPPORT COSTS

	Finance	Information technology	Human resources
	£	£	£
Facilities management	1,701	22,976	359,701
Donated services and facilities	-	-	-
	1,701	22,976	359,701

	Admin	Premises	Totals
	£	£	£
Facilities management	58,093	76,301	518,772
Donated services and facilities	-	96,690	96,690
	58,093	172,991	615,462

continued...

Notes to the Financial Statements - continued
for the Year Ended 31 March 2023

7. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.3.23	31.3.22
	£	£
Depreciation - owned assets	5,032	6,311
	<u>5,032</u>	<u>6,311</u>

8. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2023 nor for the year ended 31 March 2022.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2023 nor for the year ended 31 March 2022.

9. STAFF COSTS

	31.3.23	31.3.22
	£	£
Wages and salaries	325,372	272,769
Social security costs	20,419	14,729
Other pension costs	13,910	30,353
	<u>359,701</u>	<u>317,851</u>

The total employee benefits of the key management personnel of the charitable incorporated organisation were £79,177 (2022: £80,899).

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

	31.3.23	31.3.22
Full-time headcount	3	3
Part-time headcount	14	13
	<u>17</u>	<u>16</u>

No employees received emoluments in excess of £60,000.

continued...

Notes to the Financial Statements - continued
for the Year Ended 31 March 2023

10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £
INCOME FROM				
Donations and legacies	388,150	-	124,216	512,366
Charitable activities				
Facilities management	179,298	-	-	179,298
Investment income	44	-	-	44
Total	567,492	-	124,216	691,708
EXPENDITURE ON				
Charitable activities				
Facilities management	438,594	-	45,629	484,223
Donated services and facilities	96,690	-	-	96,690
Total	535,284	-	45,629	580,913
NET INCOME	32,208	-	78,587	110,795
Transfers between funds	(12,000)	12,000	-	-
Other recognised gains/(losses)				
Actuarial gains on defined benefit schemes	211,000	-	-	211,000
Net movement in funds	231,208	12,000	78,587	321,795
RECONCILIATION OF FUNDS				
Total funds brought forward	(312,959)	35,000	32,530	(245,429)
TOTAL FUNDS CARRIED FORWARD	(81,751)	47,000	111,117	76,366

continued...

Notes to the Financial Statements - continued
for the Year Ended 31 March 2023

11. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 April 2022 and 31 March 2023	81,011	33,176	114,187
DEPRECIATION			
At 1 April 2022	54,312	30,351	84,663
Charge for year	4,241	791	5,032
At 31 March 2023	58,553	31,142	89,695
NET BOOK VALUE			
At 31 March 2023	22,458	2,034	24,492
At 31 March 2022	26,699	2,825	29,524

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.23 £	31.3.22 £
Trade debtors	90,511	14,210
Other debtors	380	420
Prepayments and accrued income	210	9,111
	91,101	23,741

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.23 £	31.3.22 £
Trade creditors	19,088	38,585
Other creditors	117,282	70,410
Accruals and deferred income	18,428	19,983
	154,798	128,978

continued...

Notes to the Financial Statements - continued
for the Year Ended 31 March 2023

14. LEASING AGREEMENTS

The building that the charitable incorporated organisation occupies, 'The Orchard' is owned by Basingstoke and Deane Borough Council. It is currently provided by the Council free of lease costs and business rates. The trustees do not envisage a charge for these costs being levied on the charitable incorporated organisation in the future.

The total lease charge recognised as an expense during the year was £42,500 (2022: £42,500). The 100% subsidy received from Basingstoke and Deane Borough Council has been recognised as income from donated services and facilities in combination with the subsidised business rates.

The charitable incorporated organisation is committed to the lease agreement until October 2025 and the annual charge is set at £42,500. The total future minimum lease payments is expected to be nil, given that a 100% subsidy applied by the Council.

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds	Designated funds	Restricted funds	31.3.23 Total funds	31.3.22 Total funds
	£	£	£	£	£
Fixed assets	24,492	-	-	24,492	29,524
Current assets	366,504	39,816	239,198	645,518	496,820
Current liabilities	(154,798)	-	-	(154,798)	(128,978)
Pension liability	-	-	-	-	(321,000)
	<u>236,198</u>	<u>39,816</u>	<u>239,198</u>	<u>515,212</u>	<u>76,366</u>

16. MOVEMENT IN FUNDS

	At 1.4.22 £	Net movement in funds £	At 31.3.23 £
Unrestricted funds			
General fund	(158,402)	306,535	148,133
Orchard	67,951	11,414	79,365
Designated funds	47,000	(7,184)	39,816
Orchard sinking fund	8,700	-	8,700
	<u>(34,751)</u>	<u>310,765</u>	<u>276,014</u>
Restricted funds			
Green investment grant	25,974	(10,240)	15,734
Reboot IT	7,214	(7,214)	-
Afghan Resettlement	77,929	114,732	192,661
Ukraine Project	-	30,803	30,803
	<u>111,117</u>	<u>128,081</u>	<u>239,198</u>
TOTAL FUNDS	<u>76,366</u>	<u>438,846</u>	<u>515,212</u>

continued...

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2023**

16. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	278,932	(293,397)	321,000	306,535
Orchard	188,743	(177,329)	-	11,414
Rent and rates B&DBC	96,690	(96,690)	-	-
Designated funds	-	(7,184)	-	(7,184)
	<u>564,365</u>	<u>(574,600)</u>	<u>321,000</u>	<u>310,765</u>
Restricted funds				
Green investment grant	(10,240)	-	-	(10,240)
Reboot IT	8,610	(15,824)	-	(7,214)
Afghan Resettlement	144,603	(29,871)	-	114,732
Ukraine Project	31,001	(198)	-	30,803
	<u>173,974</u>	<u>(45,893)</u>	<u>-</u>	<u>128,081</u>
TOTAL FUNDS	<u>738,339</u>	<u>(620,493)</u>	<u>321,000</u>	<u>438,846</u>

Comparatives for movement in funds

	At 1.4.21 £	Net movement in funds £	Transfers between funds £	At 31.3.22 £
Unrestricted funds				
General fund	(381,828)	235,426	(12,000)	(158,402)
Orchard	66,769	7,782	(6,600)	67,951
Designated funds	35,000	-	12,000	47,000
Orchard sinking fund	2,100	-	6,600	8,700
	<u>(277,959)</u>	<u>243,208</u>	<u>-</u>	<u>(34,751)</u>
Restricted funds				
Green investment grant	25,974	-	-	25,974
Reboot IT	6,556	658	-	7,214
Afghan Resettlement	-	77,929	-	77,929
	<u>32,530</u>	<u>78,587</u>	<u>-</u>	<u>111,117</u>
TOTAL FUNDS	<u>(245,429)</u>	<u>321,795</u>	<u>-</u>	<u>76,366</u>

continued...

Notes to the Financial Statements - continued
for the Year Ended 31 March 2023

16. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	308,118	(283,692)	211,000	235,426
Orchard	162,684	(154,902)	-	7,782
Rent and rates B&DBC	96,690	(96,690)	-	-
	<u>567,492</u>	<u>(535,284)</u>	<u>211,000</u>	<u>243,208</u>
Restricted funds				
BBC Children in Need	14,179	(14,179)	-	-
Reboot IT	9,668	(9,010)	-	658
Afghan Resettlement	100,369	(22,440)	-	77,929
	<u>124,216</u>	<u>(45,629)</u>	<u>-</u>	<u>78,587</u>
TOTAL FUNDS	<u>691,708</u>	<u>(580,913)</u>	<u>211,000</u>	<u>321,795</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.21 £	Net movement in funds £	Transfers between funds £	At 31.3.23 £
Unrestricted funds				
General fund	(381,828)	541,961	(12,000)	148,133
Orchard	66,769	19,196	(6,600)	79,365
Designated funds	35,000	(7,184)	12,000	39,816
Orchard sinking fund	2,100	-	6,600	8,700
	<u>(277,959)</u>	<u>553,973</u>	<u>-</u>	<u>276,014</u>
Restricted funds				
Green investment grant	25,974	(10,240)	-	15,734
Reboot IT	6,556	(6,556)	-	-
Afghan Resettlement	-	192,661	-	192,661
Ukraine Project	-	30,803	-	30,803
	<u>32,530</u>	<u>206,668</u>	<u>-</u>	<u>239,198</u>
TOTAL FUNDS	<u>(245,429)</u>	<u>760,641</u>	<u>-</u>	<u>515,212</u>

continued...

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2023**

16. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	587,050	(577,089)	532,000	541,961
Orchard	351,427	(332,231)	-	19,196
Rent and rates B&DBC	193,380	(193,380)	-	-
Designated funds	-	(7,184)	-	(7,184)
	<u>1,131,857</u>	<u>(1,109,884)</u>	<u>532,000</u>	<u>553,973</u>
Restricted funds				
Green investment grant	(10,240)	-	-	(10,240)
BBC Children in Need	14,179	(14,179)	-	-
Reboot IT	18,278	(24,834)	-	(6,556)
Afghan Resettlement	244,972	(52,311)	-	192,661
Ukraine Project	31,001	(198)	-	30,803
	<u>298,190</u>	<u>(91,522)</u>	<u>-</u>	<u>206,668</u>
TOTAL FUNDS	<u><u>1,430,047</u></u>	<u><u>(1,201,406)</u></u>	<u><u>532,000</u></u>	<u><u>760,641</u></u>

17. EMPLOYEE BENEFIT OBLIGATIONS

Defined contribution pension scheme

The charitable incorporated organisation operates defined contribution pension schemes. The pension cost charge for the year represents contributions payable by the charitable incorporated organisation to the schemes and amounted to £13,481 (2022: £9,963).

Contributions totalling £310 (2022: £427) were payable to the schemes at the end of the year and are included in creditors.

Defined benefit pension scheme

The charitable incorporated organisation previously participated in the Hampshire County Council defined benefit pension scheme, which provides defined benefits based on members' final pensionable salary. The assets of the scheme are held and managed separately from those of the charitable incorporated organisation. On October 28 2022 the charitable incorporated organisation ceased to participate in this scheme and the liabilities and assets associated with it were transferred to Basingstoke and Deane Borough Council.

Prior to this change actuarial gains and losses, current or past service costs and gains, as determined by the scheme's actuary, and pension and finance costs or income were included within 'Other recognised gains and losses' on the Statement of Financial Activities.

continued...

Notes to the Financial Statements - continued
for the Year Ended 31 March 2023

17. EMPLOYEE BENEFIT OBLIGATIONS - continued

The date of the most recent comprehensive actuarial valuation was 31 March 2019.

The total cost relating to defined benefit schemes for the year recognised in profit or loss as an expense was £1,500 (2022: £20,390).

Reconciliation of scheme assets and liabilities to assets and liabilities recognised

The amounts recognised in the Statement of Financial Activities are as follows:

	Defined benefit pension plans	
	31.3.23	31.3.22
	£	£
Current service cost	-	10,000
Net interest from net defined benefit asset/liability	-	10,000
Past service cost	-	-
	<u>-</u>	<u>20,000</u>
Actual return on plan assets	<u>-</u>	<u>99,000</u>

Changes in the present value of the defined benefit obligation are as follows:

	Defined benefit pension plans	
	31.3.23	31.3.22
	£	£
Opening defined benefit obligation	1,881,000	2,003,000
Current service cost	-	10,000
Contributions by scheme participants	-	1,000
Interest cost	-	41,000
Actuarial losses/(gains)	-	(112,000)
Benefits paid	-	(62,000)
Eliminated on exit	(1,881,000)	-
	<u>-</u>	<u>1,881,000</u>

continued...

Notes to the Financial Statements - continued
for the Year Ended 31 March 2023

17. EMPLOYEE BENEFIT OBLIGATIONS - continued

Changes in the fair value of scheme assets are as follows:

	Defined benefit pension plans	
	31.3.23	31.3.22
	£	£
Opening fair value of scheme assets	1,560,000	1,486,000
Contributions by employer	-	5,000
Contributions by scheme participants	-	1,000
Interest income on assets	-	31,000
Actuarial gains/(losses)	-	99,000
Benefits paid	-	(62,000)
Eliminated on exit	(1,560,000)	-
	-	1,560,000

The amounts recognised in other recognised gains and losses are as follows:

	Defined benefit pension plans	
	31.3.23	31.3.22
	£	£
Actuarial gains/(losses)	-	211,000
	-	211,000

The major categories of scheme assets as a percentage of total scheme assets are as follows:

	Defined benefit pension plans	
	31.3.23	31.3.22
Equities	-	55.70%
Bonds	-	18.00%
Multi Asset Credit	-	9.20%
Property	-	6.90%
Cash	-	0.90%
Other	-	9.30%
		100.00%

continued...

Notes to the Financial Statements - continued
for the Year Ended 31 March 2023

17. EMPLOYEE BENEFIT OBLIGATIONS - continued

Principal actuarial assumptions at the Balance Sheet date (expressed as weighted averages):

	31.3.23	31.3.22
Discount rate	-	2.80%
Future salary increases	-	4.10%
Future pension increases	-	3.10%
Pension accounts revaluation rate	-	3.10%
CPI Inflation	-	4.10%

18. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2023.

Basinstoke Voluntary Action**Detailed Statement of Financial Activities**
for the Year Ended 31 March 2023

	31.3.23 £	31.3.22 £
INCOME		
Donations and legacies		
Donations	2,932	3,030
Grants	429,038	412,646
Donated services or facilities	96,690	96,690
	528,660	512,366
Investment income		
Dividends and interest rec'd	1,865	44
Charitable activities		
Charitable operations	207,814	179,298
Total incoming resources	738,339	691,708
EXPENDITURE		
Charitable activities		
Depreciation of tangible fixed assets	5,031	6,312
Support costs		
Finance		
Bank charges	1,701	676
Information technology		
IT costs	22,976	31,831
Human resources		
Wages	325,372	272,769
Social security	20,419	14,729
Pensions	13,910	30,353
	359,701	317,851
Admin		
Administrative costs	58,093	42,383
Premises		
Premises costs	172,991	181,860

This page does not form part of the statutory financial statements

Basingstoke Voluntary Action

Detailed Statement of Financial Activities
for the Year Ended 31 March 2023

	31.3.23 £	31.3.22 £
Total resources expended	620,493	580,913
Net income	117,846	110,795

This page does not form part of the statutory financial statements

Accounts

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2022
for
Basingstoke Voluntary Action

Chamberlains Chartered Accountants
Elm House, Tanshire Park
Shackleford Road, Elstead
Godalming
Surrey
GU8 6LB

Contents of the Financial Statements
for the Year Ended 31 March 2022

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I am pleased to bring you this annual report which describes the progress and achievements of BVA during the period 2021-2022. During a year which saw the country gradually emerging from the Coronavirus pandemic, the team at BVA continued to work tirelessly in supporting both residents and community groups recover and open their doors once more as restrictions started to lift.

We saw a rise in demand for all our services and in particular our group development advice and support services where we worked with our wider partners to promote social enterprise and diverse fundraising opportunities within the borough. Several group development initiatives were successfully undertaken during the year - a key one being the emergency response for Afghanistan Evacuees where our collaborative working at both district and county level provided extensive welfare and community integration support to dozens of families arriving within the borough, and we have continued to successfully provide a welcoming and effective support service to families in need.

This was just one example of BVA's unique position as the strategic body for the voluntary sector to galvanise effective community action and bring partners together. We remain extremely grateful for the ongoing levels of partnership working and trust placed in us by both our members and key public sector stakeholders including Basingstoke & Deane Borough Council, Hampshire County Council, and Health bodies which enables us to carry out our core role as an infrastructure body effectively and efficiently. We look forward to building on these relationships even further in the coming year.

This annual report describes in detail the actions and developments delivered through the year 2021-22 and outlines priority plans for the year ahead:

Through our core activities

- Group Development, Grants and Funding Support
- Grants and Funding Support
- Volunteer Centre
- As operator of The Orchard community building
- Forums and Partnerships

BVA could not fulfil its purpose without a number of people who I would like to thank for their continued support: our staff for their dedication, hard work, commitment and enthusiasm throughout the year, all our volunteers who help BVA, all our members who do great work in our communities, and our key stakeholders. Finally, I would like to thank the Trustees for the time they have given to maintain oversight of BVA and effectively govern the organisation.

Carol Bode
Chair of Trustees
December 2022

Report of the Trustees
for the Year Ended 31 March 2022

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2022. 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 Republic of Ireland (FRS 102) (effective 1 January 2019).

GOVERNING DOCUMENT

Basingstoke Voluntary Action (BVA) is a company limited by guarantee governed by its Memorandum and Articles of Association dated July 1999 and amended April 2005. It is registered as a charity with the Charity Commission. Membership is open to voluntary and community organisations and other stakeholder organisations, each of whom are approved by the board of trustees and whose liability is limited to £1 in the event of the charity winding up.

APPOINTMENT OF TRUSTEES

As set out in the Articles of Association, Trustees (known as Directors) are elected by the members at the AGM. Trustees can be nominated by members, existing Trustees or senior staff members and due regard is paid to their skills and expertise to operate as a Director of the organisation together with their contribution to the voluntary and community sector. The board of trustees has the power to co-opt members to fill specialist roles.

ORGANISATIONAL STRUCTURE

BVA has established strong management reporting and communication lines with the Chief Executive reporting to the trustees and trustee board at frequent intervals; with managers and project coordinators reporting to the Chief Executive on activities associated to their work plans and areas of delivery; with staff and volunteers reporting to their managers on their activities associated to their work plans and project delivery areas. All projects and teams have key performance indicators that are reported quarterly to the Chief Executive who then reports them to the board of trustees. Any issues of concern are identified, and measures are taken to offset any issue or risk.

TRUSTEE INDUCTION AND TRAINING

Trustees undergo an induction programme and ongoing training programme to help ensure they understand their legal obligations under charity and company law, the content of the charity's governing document, the committee and decision-making processes, the business plan and recent financial performance of the organisation. The trustees continue to keep in touch with individual departments and projects through presentations by project staff and by personal involvement with particular departments. The charitable company is governed by its trustees with day-to-day management delegated to the Chief Executive.

RISK MANAGEMENT

The trustees have examined the risks to which the charity is exposed and have implemented a risk management policy and procedure. This policy enables the charity to:

- o Identify and respond to significant risks through the risk annual review
- o Review ongoing risks within the trustee board meeting ensuring mitigating actions are in place and sufficient to minimize the risk

The key areas identified are:

- Staff and volunteer losses
- Grant and contract funding risks
- Health and Safety
- Disaster and recovery planning
- Sustainable funding
- Data and confidentiality breaches
- Reputational risk associated to poor service and staff delivery

A key element in the management of financial risk is in the setting and implementation of a reserves policy that is reviewed by trustees annually.

RELATED PARTIES

BVA has established strong partnership and networks of voluntary and community groups to help improve the quality of life for local residents and communities. BVA also have a close relationship with Basingstoke and Deane Borough Council (BDBC) and Hampshire County Council (HCC) as our core funding support organisations.

PUBLIC BENEFIT

Our work with the local voluntary and community sector aims to put us at the heart of voluntary action in Basingstoke and Deane. By delivering support, information and advice to charities and local groups, we aim to bring about improved quality of services, help groups benefit and change lives, communities and residents for the better.

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

USE OF VOLUNTEERS

There is a substantial donation of volunteer time and effort with volunteers engaged in a variety of BVA services and its projects during the year. Volunteers bring a wealth of skills and experience to the organisation with good practice principles in volunteer management provided via the in-house volunteer centre.

CORE ACTIVITY

1. BVA Group Development - providing support to local groups and charities

As the voluntary sector membership body for Basingstoke and Deane, we offer free professional help and advice to our member Voluntary and Community groups. As part of our role as the umbrella body for local community organisations we provide group development, support and training on a wide range of topics including start-up, governance, funding advice and guidance, business planning and general good practice. Throughout the year we have continued to see a demand for our group development advice and support services, including working with our wider partners to promote social enterprise and diverse fundraising opportunities within the borough. A selection of targeted group development initiatives we successfully undertook across the year were as follows:

- Disclosure and Barring Service - we continued to expand our successful DBS processing service on behalf of our members, delivering hundreds volunteer and employee vetting checks. As one of the final remaining CVS bodies in the county to continue offering such a service, we shall seek to develop this area of work further via the introduction of a digital system to replace the current paper-based submissions.

- Vaccination Centre Support - we were proud to extensively support the NHS colleagues in the setup and rollout of the Covid vaccination programme across the borough. Through coordination of volunteering recruitment across the two major vaccination sites, we successfully mobilised hundreds of volunteers to support vaccination efforts.

- North and Mid Hampshire Social Prescribers Network - with thanks to pilot funding from the CCG, we successfully established a network bringing together Social Prescribers from the ten GP Primary Care Networks covering North and Mid Hampshire. Working in partnership with Community First Wessex, the network aims to share good practice and peer learning amongst Social Prescribers and continues to grow from strength to strength.

Report of the Trustees
for the Year Ended 31 March 2022

- Basingstoke Health Walks Scheme - a successful transition of the management of Health Walks across the borough took place during the year, with responsibility for development and coordination of the walks transferring from Basingstoke & Deane Borough Council to BVA. With the Covid pandemic acutely impacting many of the walks, we were pleased to coordinate the restart and successful rebranding of the Health Walks Scheme and look forward to witnessing its continued re-growth.

- Local Welfare Assistance Scheme - we were delighted to receive funding from Basingstoke & Deane Borough Council to coordinate a welfare assistance scheme, working in partnership with Basingstoke Citizens Advice, Food Bank and Mindspace Foundation to provide a triage service for vulnerable residents in need of welfare assistance.

- State of the Sector Reporting - following responses from over 200 of our members, we completed our tri-annual reporting into the size, scope and demographics of the Voluntary, Community and Social Enterprise sector across Basingstoke and Deane. Produced in conjunction with the publishing of a Hampshire-wide sector report (led by Action Hampshire, with contribution from BVA), the local state of the sector survey helped us to successfully identify areas of current concern and priority amongst our members. This shall inform our future work and service delivery accordingly.

- Back Office Support Services - working in partnership with colleagues at Action Hampshire, we were pleased to successfully launch our Back Office Support Services (BOSS) scheme. Through the scheme BVA are able to provide support to local charities and non-profit groups with a range of services such as payroll, bookkeeping, marketing and branding design. Delivered at an affordable rate, the services enable us to generate sustainable income whilst simultaneously offering vital support to our member organisations in an accessible manner.

- Afghanistan Evacuee Emergency Response - Following the sudden evacuation of families from Afghanistan to the UK during 2021, we worked closely with both district and county councils to provide extensive welfare and community integration support to dozens of families arriving within the borough. Following a rapid volunteering, donation and partner mobilisation campaign, we have continued to successfully provide a welcoming and effective support service to families in need.

- Basingstoke Community lottery - we are delighted to report the continued success and growth of the Basingstoke & Deane Community Lottery platform, offering an opportunity for our member organisation to raise vital funds to support their local causes. Since its launch September 2020, the platform has raised over £60,000 for local good causes.

Future Plans

- We will continue to review our group development offer to ensure that we are effectively targeting areas of development and support most needed by our member organisations.
- "We will continue to integrate our systems and practices, particularly to ensure articulated of a compelling membership offer.

2. Grants and Funding Support

This year saw a continued expansion of our Funding Support service, with the continuation of our monthly grants and funding newsletter alongside our 'tailored search' service. This services offers the opportunity for members to meet with one of our team to identify their funding needs and produce a unique funding report tailored specifically to their cause and showcasing hundreds of grant, contract and open trusts they would be eligible to apply for. Following the launch of this service last year, we were delighted to continuing working on behalf of Hampshire CVS Network colleagues to offer our fundraising search to voluntary sector organisation from across Hampshire. We shall continue to grow and improve the service further over the coming year.

Future Plans

- We shall continue to expand the availability of 1-to-1 funding consultations which will allow individuals from member groups to bring a funding requirement to us and leave their appointment with a tailored selection of viable options to follow up with.

Report of the Trustees
for the Year Ended 31 March 2022

- We will continue running regular 'Fundraising Forums', sharing successful approaches and featuring guests from various funder organisations who can share their perspective and information on best practice/tips for success.
- We shall seek to implement further workshops for members around topics such as successfully applying for funding and successful crowdfunding.

3. Volunteer Centre

We work with local voluntary, community and charitable organisations that are in need of volunteers in order to fulfil their mission and help the people and communities in Basingstoke and Deane. Via our dedicated 'Volunteer North Hants' online platform, jointly managed in partnership with Hart Voluntary Action and Rushmoor Voluntary Services, we offer a comprehensive brokerage and matching service for volunteering within the borough. Within the year we helped find opportunities for hundreds of people who registered with us triggering over 1800+ enquiries around volunteering.

To further promote volunteering, we continue to attend events and hold regular information stands across the borough including outreach events at various local venues such as supermarkets and community centres to increase awareness of volunteering opportunities available within the borough.

Future Plans

- We will continue to seek new opportunities for promoting and encouraging local volunteering.
- We will expand our reach into rural communities by offering further drop-in sessions outside the town centre.

4. The Orchard

We continued to operate the much loved and well utilised Orchard building within the town centre. Throughout the year we saw a noticeable increase in demand for room and facilities hire requests, including from a number of new organisations that had not previously held their events with us. There continued to be movement amongst our fellow charity occupants within the building, with several offices being occupied by new tenants along with other becoming vacant due to projects either coming to an end or seeking to downsize their office space requirements. However, despite these changes we continued to hold an occupancy rate of above 90% throughout the year and strong room hire performance has meant that our income remained relatively stable even with tenant fluctuations.

The Orchard continues to be supported both in terms of reception cover and wider maintenance by the help of volunteers. We would like to thank our fantastic volunteers for all of their unwavering support throughout the year.

Future Plans

- To continue our aim of increasing the diversity of activities taking place, and community groups using, the building to ensure the facility remains a central home of the voluntary sector in Basingstoke and Deane.

5. Forums and Partnerships

Throughout the year we continued to host a variety of partnership meetings, providing opportunity for community organisations to come together to share best practice, news and updates. These included our bi-monthly Voluntary Sector Forums which offer an opportunity for our members to share their latest updates and the Healthy Ageing Partnership, where attendees comprise a range of organisations who interact with and support older people within the borough.

BVA continues to serve as a co-chair for the Health and Wellbeing Partnership, along with our CEO continuing to chair the Children, Young People and Families Partnership. As a result, our members continue to be well represented across various initiatives and promotions linked to health and wellbeing activity across the borough.

Report of the Trustees
for the Year Ended 31 March 2022

Future Plans:

- To review our current approach to member engagement and the strategic representation of the voluntary sector across the borough amongst public sector partners, ensuring that we are best placed to champion the views of our members.

MAIN AIMS AND OBJECTIVES FOR THE COMING YEAR

- Implementation of our Strategic Plan 2022-25 - we shall continue to hone our vision and strategy as we prepare for the new phase of our development as an organisation.

- Continued expansion our Back Office Support Services (BOSS) scheme - working closely with our trusted partners at Action Hampshire, we shall explore ways of further expanding 'BOSS', our range of shared business functions for community organisations. These include services such as payroll accounting, HR support and registered address schemes to enable local organisations to thrive.

- Community Infrastructure Partnership (CIP) - we shall actively explore opportunity to further our collaborative working with Hampshire CVS partners in order to maximise opportunities for increased efficiency, reduction of duplication and skills sharing. One method of undertaking such work shall be via our commitment to the establishment and growth of the CIP, a legally incorporated vehicle owned jointly with 6 other CVS network partners, through which partnership opportunities can be secured.

THANK YOU TO OUR SUPPORTERS

We would like to take this opportunity to say a huge thank you to our supporters for working with us throughout the year to champion a vibrant and diverse voluntary sector across Basingstoke & Deane. To our core funders, Basingstoke & Deane Borough Council and Hampshire County Council, we offer our sincere gratitude for continuing to believe in the role BVA has to serve as a strategic community partner. To our Members, we say a heartfelt thank you for all that you do for our communities day in and day out, and for working with us to ensure that not-for-profit organisations working in our Borough are as well governed, financially secure and appropriately publicised as possible.

FINANCIAL REVIEW

Policy on reserves

BVA's policy is to maintain unrestricted funds at a level that balances our objective to develop and support services with our need to remain financially stable. Our reserves policy seeks to maintain a level of unrestricted funds equating to at least six months of unrestricted expenditure. At 31st March 2022 we held total unrestricted funds of £286,249 equating to 7.8 months of general expenditure, however this doesn't take account of the identified pension liability at the year end.

Funds in deficit

The 'unrestricted' general funds showed a net surplus on activity for the year of £32,208 before other recognised gains or losses were taken into account. After allowing for the 'Actuarial' loss on the pension benefit scheme of £321,000 and taking into account the balance of funds brought forward from the previous year, the balance at the period end was a deficit of £34,751.

Principal funding sources

The main source of income for BVA core activities comprises grants received from Basingstoke and Deane Borough Council and Hampshire County Council. Other projects are funded through a mix of statutory sector grants, donations from businesses and trusts and individual donations.

Report of the Trustees
for the Year Ended 31 March 2022

Going concern

The financial statements have been prepared on a going concern basis. The trustees assess whether the use of going concern is appropriate, i.e. whether there are any material uncertainties relating to events or conditions that may cast doubt on the ability of the charity to continue as a going concern. The trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

The latest actuarial valuation of the Basingstoke Voluntary Action fund within Hampshire County Council defined benefits pension scheme shows a liability as at 31st March 2022 of £321,000. This results from £211,000 decrease in the actuarial valuation of the fund over the year. There is no expectation that the pension fund will need to be distributed in full during the next twelve months and therefore there will be no requirement to make good the pension fund liability.

The net asset position of the organisation excluding the pension deficit is £397,366 with the majority of this being cash reserves. On this basis the trustees consider it appropriate to prepare the accounts on a going concern basis.

DIRECTORS' RESPONSIBILITIES

The trustees (directors) are responsible for preparing the Report of the Trustees (directors) and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors are required to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the profit or loss of the charitable company for that period. In preparing those financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently
- observe the methods and principles in the charities SORP
- make judgments and 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
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business

The directors are responsible for keeping proper accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and which 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 taking reasonable steps for the prevention and detection of fraud and other irregularities.

INDEPENDENT EXAMINERS

Chamberlains will be proposed for reappointment at the forthcoming Annual General Meeting as Independent Examiners for the 2022-23 financial year subject to receipt of satisfactory quotation.

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

The annual report was approved by the trustees of the charity on 7th December and signed on their behalf by

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.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

03802713 (England and Wales)

Registered Charity number

1077442

Registered office

The Orchard
White Hart Lane
Basingstoke
RG21 4AF

Trustees

C A Bode
S D Brearley
K Chillman
B V Linklater
J M Welton

Company Secretary

T Capon

Independent Examiner

Chamberlains Chartered Accountants
Elm House, Tanshire Park
Shackleford Road, Elstead
Godalming
Surrey
GU8 6LB

Approved by order of the board of trustees on and signed on its behalf by:

.....
C A Bode - Trustee

Independent examiner's report to the trustees of Basingstoke Voluntary Action ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2022.

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

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of ICAEW which is one of the listed bodies.

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

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 accord with those 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.

Paul J Chamberlain
ICAEW
Chamberlains Chartered Accountants
Elm House, Tanshire Park
Shackleford Road, Elstead
Godalming
Surrey
GU8 6LB

Date:

Basingstoke Voluntary ActionStatement of Financial Activities
for the Year Ended 31 March 2022

	Notes	Unrestricted funds £	Restricted funds £	31.3.22 Total funds £	31.3.21 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	388,150	124,216	512,366	459,813
Charitable activities					
Facilities management		179,298	-	179,298	146,590
Investment income	3	44	-	44	126
Total		<u>567,492</u>	<u>124,216</u>	<u>691,708</u>	<u>606,529</u>
EXPENDITURE ON					
Charitable activities	5				
Facilities management		438,594	45,629	484,223	511,927
Donated services and facilities		96,690	-	96,690	94,794
Total		<u>535,284</u>	<u>45,629</u>	<u>580,913</u>	<u>606,721</u>
NET INCOME/(EXPENDITURE)		32,208	78,587	110,795	(192)
Other recognised gains/(losses)					
Actuarial gains on defined benefit schemes		211,000	-	211,000	4,000
Net movement in funds		243,208	78,587	321,795	3,808
RECONCILIATION OF FUNDS					
Total funds brought forward		(277,959)	32,530	(245,429)	(249,237)
TOTAL FUNDS CARRIED FORWARD		<u>(34,751)</u>	<u>111,117</u>	<u>76,366</u>	<u>(245,429)</u>

The notes form part of these financial statements

Balance Sheet

31 March 2022

	Notes	31.3.22 £	31.3.21 £
FIXED ASSETS			
Tangible assets	11	29,524	35,835
CURRENT ASSETS			
Debtors	12	23,741	43,432
Cash at bank and in hand		473,079	334,412
		<u>496,820</u>	<u>377,844</u>
CREDITORS			
Amounts falling due within one year	13	(128,978)	(142,108)
NET CURRENT ASSETS		<u>367,842</u>	<u>235,736</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		397,366	271,571
PENSION LIABILITY	17	(321,000)	(517,000)
NET ASSETS/(LIABILITIES)		<u>76,366</u>	<u>(245,429)</u>
FUNDS	16		
Unrestricted funds		(34,751)	(277,959)
Restricted funds		<u>111,117</u>	<u>32,530</u>
TOTAL FUNDS		<u>76,366</u>	<u>(245,429)</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2022 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

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

.....
C A Bode - Trustee

The notes form part of these financial statements

Basingstoke Voluntary Action

Cash Flow Statement
for the Year Ended 31 March 2022

	Notes	31.3.22 £	31.3.21 £
Cash flows from operating activities			
Cash generated from operations	1	138,623	120,439
Net cash provided by operating activities		138,623	120,439
Cash flows from investing activities			
Purchase of tangible fixed assets		-	(3,386)
Interest received		44	126
Net cash provided by/(used in) investing activities		44	(3,260)
Change in cash and cash equivalents in the reporting period		138,667	117,179
Cash and cash equivalents at the beginning of the reporting period		334,412	217,233
Cash and cash equivalents at the end of the reporting period		473,079	334,412

The notes form part of these financial statements

1. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES

	31.3.22 £	31.3.21 £
Net income/(expenditure) for the reporting period (as per the Statement of Financial Activities)	110,795	(192)
Adjustments for:		
Depreciation charges	6,312	7,090
Interest received	(44)	(126)
Decrease/(increase) in debtors	19,691	(13,398)
(Decrease)/increase in creditors	(13,131)	112,065
Difference between pension charge and cash contributions	15,000	15,000
Net cash provided by operations	<u>138,623</u>	<u>120,439</u>

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.4.21 £	Cash flow £	At 31.3.22 £
Net cash			
Cash at bank and in hand	334,412	138,667	473,079
	<u>334,412</u>	<u>138,667</u>	<u>473,079</u>
Total	<u>334,412</u>	<u>138,667</u>	<u>473,079</u>

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The financial statements are presented in pounds sterling (£) and amounts are rounded to the nearest pound, except for amounts relating to the pension liability which are rounded to the nearest thousand pounds.

The charitable company only has financial assets and liabilities of a kind that qualify as basic financial instruments. These are initially recognised at transaction value and subsequently measured at settlement value.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Donations are usually recognised immediately on receipt, unless the donation includes terms or conditions which must be met before the charitable company is entitled to the resources.

Grants are recognised when the charitable company has an entitlement to the funds and any conditions linked to the grants have been met.

Investment income is recognised on a receivable basis.

Included in income are amounts charged between internal funds for project management and service charges.

Deferred income represents amounts received for future periods and is released to income in the period for which it has been received.

Where services or facilities are provided to the charitable company as a donations that would normally be purchased from third party suppliers, this benefit is included in the financial statements at its fair value unless its fair value cannot be measured reliably, in which case the cost to the donor or the resale value of goods is used.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Charitable activities

Charitable expenditure comprises those costs incurred by the charitable company in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs

These include costs attributable to the charitable company's compliance with constitutional and statutory requirements, include independent examination, strategic management Trustees' meetings and reimbursed expenses.

1. ACCOUNTING POLICIES - continued

Allocation and apportionment of costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, staff costs by the time spent and other costs by their usage.

Amounts charged between internal funds for project management and service charges are included in income.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 15% on cost
Computer equipment	- 20% on cost

Taxation

The charity is exempt from corporation tax on its income and gains to the extent that such income or gains are applied exclusively to charitable purposes.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

Staff in employment prior to 1 June 2007 remain participants in the Hampshire County Council pension scheme, which is a defined benefit pension scheme. The accounting policy in respect of defined benefit pension schemes is shown in the relevant note to the accounts.

Staff in employment at 1 June 2007 participate in the 'Flexible Retirement Plan' operated by The Pensions Trust, which is a defined contribution scheme. Contributions are charged to the profit and loss account for the year in which they are payable to the scheme. Any contributions payable to the scheme at the year-end are included in creditors.

Going concern

The financial statements have been prepared on a going concern basis after taking into account the current risks relating to COVID-19.

The Trustees assess whether the use of the going concern basis is appropriate and whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charitable company to continue as a going concern. The Trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

There is no expectation that the pension fund will need to be distributed in full in the next twelve months and therefore there will be no requirement to make good the pension fund deficit in that period. The trustees are of the opinion that, excluding the pension fund deficit, the charitable company has sufficient reserves and on this basis consider it appropriate to prepare the financial statements on a going concern basis.

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

2. DONATIONS AND LEGACIES

	31.3.22	31.3.21
	£	£
Donations	3,030	70,599
Grants	412,646	294,420
Donated services or facilities	96,690	94,794
	<u>512,366</u>	<u>459,813</u>

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

	31.3.22	31.3.21
	£	£
Local and central government grants	308,757	248,586
Grants from other charities and organisations	103,889	45,834
	<u>412,646</u>	<u>294,420</u>

3. INVESTMENT INCOME

	31.3.22	31.3.21
	£	£
Dividends and interest rec'd	44	126
	<u>44</u>	<u>126</u>

4. INCOME FROM CHARITABLE ACTIVITIES

	Activity	31.3.22	31.3.21
		£	£
Charitable operations	Facilities management	179,298	146,590
		<u>179,298</u>	<u>146,590</u>

5. CHARITABLE ACTIVITIES COSTS

	Direct Costs	Support costs (see note 6)	Totals
	£	£	£
Facilities management	6,312	477,911	484,223
Donated services and facilities	-	96,690	96,690
	<u>6,312</u>	<u>574,601</u>	<u>580,913</u>

Donated services and facilities relate to the use of 'The Orchard' building that Basingstoke Voluntary Action occupies. In relation to business rates, the charitable company receives 80% mandatory charitable relief from the UK government and 20% discretionary relief from Basingstoke and Deane Borough Council. This equated to an annual charge of £54,190 (2021: 52,294).

The charitable company also receives a subsidy in relation to rental costs, of which further details can be found in the note on lease commitments.

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

6. SUPPORT COSTS

	Finance £	Information technology £	Human resources £
Facilities management	676	31,831	317,851
Donated services and facilities	-	-	-
	<u>676</u>	<u>31,831</u>	<u>317,851</u>
	Admin £	Premises £	Totals £
Facilities management	42,383	85,170	477,911
Donated services and facilities	-	96,690	96,690
	<u>42,383</u>	<u>181,860</u>	<u>574,601</u>

7. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.3.22 £	31.3.21 £
Depreciation - owned assets	<u>6,311</u>	<u>7,090</u>

8. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2021 nor for the year ended 31 March 2021.

9. STAFF COSTS

	31.3.22 £	31.3.21 £
Wages and salaries	272,769	199,826
Social security costs	14,729	8,110
Other pension costs	30,353	28,002
	<u>317,851</u>	<u>235,938</u>

The total employee benefits of the key management personnel of the charitable company were £80,899 (2021: £77,233).

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

	31.3.22	31.3.21
Full-time headcount	3	2
Part-time headcount	13	13
	<u>16</u>	<u>15</u>

No employees received emoluments in excess of £60,000.

10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	414,254	45,559	459,813
Charitable activities			
Facilities management	146,590	-	146,590
Investment income	126	-	126
Total	<u>560,970</u>	<u>45,559</u>	<u>606,529</u>
EXPENDITURE ON			
Charitable activities			
Facilities management	410,002	101,925	511,927
Donated services and facilities	94,794	-	94,794
Total	<u>504,796</u>	<u>101,925</u>	<u>606,721</u>
NET INCOME/(EXPENDITURE)	56,174	(56,366)	(192)
Other recognised gains/(losses)			
Actuarial gains on defined benefit schemes	4,000	-	4,000
Net movement in funds	60,174	(56,366)	3,808
RECONCILIATION OF FUNDS			
Total funds brought forward	(338,132)	88,895	(249,237)
TOTAL FUNDS CARRIED FORWARD	<u>(277,958)</u>	<u>32,529</u>	<u>(245,429)</u>

11. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 April 2021 and 31 March 2022	81,011	33,176	114,187
DEPRECIATION			
At 1 April 2021	48,791	29,561	78,352
Charge for year	5,521	790	6,311
At 31 March 2022	54,312	30,351	84,663
NET BOOK VALUE			
At 31 March 2022	26,699	2,825	29,524
At 31 March 2021	32,220	3,615	35,835

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.22	31.3.21
	£	£
Trade debtors	14,210	20,767
Other debtors	420	443
Prepayments and accrued income	9,111	22,222
	<u>23,741</u>	<u>43,432</u>

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.22	31.3.21
	£	£
Trade creditors	38,585	12,087
Other creditors	70,410	81,770
Accruals and deferred income	19,983	48,251
	<u>128,978</u>	<u>142,108</u>

14. LEASING AGREEMENTS

The building that the charitable company occupies, 'The Orchard' is owned by Basingstoke and Deane Borough Council. It is currently provided by the Council free of lease costs and business rates. The trustees do not envisage a charge for these costs being levied on the charitable company in the future.

The total lease charge recognised as an expense during the year was £42,500 (2021: £42,500). The 100% subsidy received from Basingstoke and Deane Borough Council has been recognised as income from donated services and facilities in combination with the subsidised business rates.

The charitable company is committed to the lease agreement until October 2025 and the annual charge is set at £42,500. The total future minimum lease payments is expected to be nil, given that a 100% subsidy applied by the Council.

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds	Restricted funds	31.3.22 Total funds	31.3.21 Total funds
	£	£	£	£
Fixed assets	29,524	-	29,524	35,835
Current assets	385,703	111,117	496,820	377,844
Current liabilities	(128,978)	-	(128,978)	(142,108)
Pension liability	(321,000)	-	(321,000)	(517,000)
	<u>(34,751)</u>	<u>111,117</u>	<u>76,366</u>	<u>(245,429)</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

16. MOVEMENT IN FUNDS

	At 1.4.21 £	Net movement in funds £	Transfers between funds £	At 31.3.22 £
Unrestricted funds				
General fund	(381,828)	235,426	(12,000)	(158,402)
Orchard	66,769	7,782	(6,600)	67,951
Designated funds	35,000	-	12,000	47,000
Orchard sinking fund	2,100	-	6,600	8,700
	<u>(277,959)</u>	<u>243,208</u>	<u>-</u>	<u>(34,751)</u>
Restricted funds				
Green investment grant	25,974	-	-	25,974
Reboot IT	6,556	658	-	7,214
Afghan Resettlement	-	77,929	-	77,929
	<u>32,530</u>	<u>78,587</u>	<u>-</u>	<u>111,117</u>
TOTAL FUNDS	<u>(245,429)</u>	<u>321,795</u>	<u>-</u>	<u>76,366</u>

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

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	308,118	(283,692)	211,000	235,426
Orchard	162,684	(154,902)	-	7,782
Rent and rates B&DBC	96,690	(96,690)	-	-
	<u>567,492</u>	<u>(535,284)</u>	<u>211,000</u>	<u>243,208</u>
Restricted funds				
BBC Children in Need	14,179	(14,179)	-	-
Reboot IT	9,668	(9,010)	-	658
Afghan Resettlement	100,369	(22,440)	-	77,929
	<u>124,216</u>	<u>(45,629)</u>	<u>-</u>	<u>78,587</u>
TOTAL FUNDS	<u>691,708</u>	<u>(580,913)</u>	<u>211,000</u>	<u>321,795</u>

16. MOVEMENT IN FUNDS - continued**Comparatives for movement in funds**

	At 1.4.20 £	Net movement in funds £	Transfers between funds £	At 31.3.21 £
Unrestricted funds				
General fund	(398,578)	51,750	(35,000)	(381,828)
Orchard	60,446	8,423	(2,100)	66,769
Designated funds	-	-	35,000	35,000
Orchard sinking fund	-	-	2,100	2,100
	<u>(338,132)</u>	<u>60,173</u>	<u>-</u>	<u>(277,959)</u>
Restricted funds				
Camrose Centre	53,591	(53,591)	-	-
Mayors Charity Appeal	3,216	(3,216)	-	-
BDBC Social Inclusion	713	(713)	-	-
LIF grant	281	(281)	-	-
Green investment grant	31,094	(5,120)	-	25,974
Reboot IT	-	6,556	-	6,556
	<u>88,895</u>	<u>(56,365)</u>	<u>-</u>	<u>32,530</u>
TOTAL FUNDS	<u>(249,237)</u>	<u>3,808</u>	<u>-</u>	<u>(245,429)</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	312,623	(264,873)	4,000	51,750
Orchard	153,553	(145,130)	-	8,423
Rent and rates B&DBC	94,794	(94,794)	-	-
	<u>560,970</u>	<u>(504,797)</u>	<u>4,000</u>	<u>60,173</u>
Restricted funds				
Camrose Centre	32,818	(86,409)	-	(53,591)
Mayors Charity Appeal	-	(3,216)	-	(3,216)
BDBC Social Inclusion	-	(713)	-	(713)
LIF grant	-	(281)	-	(281)
Green investment grant	-	(5,120)	-	(5,120)
BBC Children in Need	3,279	(3,279)	-	-
Reboot IT	9,462	(2,906)	-	6,556
	<u>45,559</u>	<u>(101,924)</u>	<u>-</u>	<u>(56,365)</u>
TOTAL FUNDS	<u>606,529</u>	<u>(606,721)</u>	<u>4,000</u>	<u>3,808</u>

16. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.20 £	Net movement in funds £	Transfers between funds £	At 31.3.22 £
Unrestricted funds				
General fund	(398,578)	287,176	(47,000)	(158,402)
Orchard	60,446	16,205	(8,700)	67,951
Designated funds	-	-	47,000	47,000
Orchard sinking fund	-	-	8,700	8,700
	<u>(338,132)</u>	<u>303,381</u>	<u>-</u>	<u>(34,751)</u>
Restricted funds				
Camrose Centre	53,591	(53,591)	-	-
Mayors Charity Appeal	3,216	(3,216)	-	-
BDBC Social Inclusion	713	(713)	-	-
LIF grant	281	(281)	-	-
Green investment grant	31,094	(5,120)	-	25,974
Reboot IT	-	7,214	-	7,214
Afghan Resettlement	-	77,929	-	77,929
	<u>88,895</u>	<u>22,222</u>	<u>-</u>	<u>111,117</u>
TOTAL FUNDS	<u>(249,237)</u>	<u>325,603</u>	<u>-</u>	<u>76,366</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	620,741	(548,565)	215,000	287,176
Orchard	316,237	(300,032)	-	16,205
Rent and rates B&DBC	191,484	(191,484)	-	-
	<u>1,128,462</u>	<u>(1,040,081)</u>	<u>215,000</u>	<u>303,381</u>
Restricted funds				
Camrose Centre	32,818	(86,409)	-	(53,591)
Mayors Charity Appeal	-	(3,216)	-	(3,216)
BDBC Social Inclusion	-	(713)	-	(713)
LIF grant	-	(281)	-	(281)
Green investment grant	-	(5,120)	-	(5,120)
BBC Children in Need	17,458	(17,458)	-	-
Reboot IT	19,130	(11,916)	-	7,214
Afghan Resettlement	100,369	(22,440)	-	77,929
	<u>169,775</u>	<u>(147,553)</u>	<u>-</u>	<u>22,222</u>
TOTAL FUNDS	<u>1,298,237</u>	<u>(1,187,634)</u>	<u>215,000</u>	<u>325,603</u>

17. EMPLOYEE BENEFIT OBLIGATIONS

Defined contribution pension scheme

The charitable company operates defined contribution pension schemes. The pension cost charge for the year represents contributions payable by the charitable company to the schemes and amounted to £9,963 (2021: £7,786).

Contributions totalling £417 (2021: £538) were payable to the schemes at the end of the year and are included in creditors.

Defined benefit pension scheme

The charitable company participates in the Hampshire County Council defined benefit pension scheme, which provides defined benefits based on members' final pensionable salary. The assets of the scheme are held and managed separately from those of the charitable company.

Actuarial gains and losses, current or past service costs and gains, as determined by the scheme's actuary, and pension and finance costs or income are included within 'Other recognised gains and losses' on the Statement of Financial Activities. Prior to this, only the actuarial contributions paid into the scheme and any associated administration costs were recognised.

The date of the most recent comprehensive actuarial valuation was 31 March 2019. Liabilities have been estimated by the independent qualified actuary on an actuarial basis using the projected unit credit method.

The total cost relating to defined benefit schemes for the year recognised in profit or loss as an expense was £20,390 (2021: £19,892).

The deficit on the scheme, representing the shortfall on the value of the scheme assets below the present value of the scheme liabilities, is now recognised as a liability on the balance sheet to the extent that the employer charitable company has a legal or constructive obligation for the liability. A corresponding pension reserve is included within the total unrestricted funds.

Reconciliation of scheme assets and liabilities to assets and liabilities recognised

The amounts recognised in the Statement of Financial Activities are as follows:

	Defined benefit pension plans	
	31.3.22	31.3.21
	£	£
Current service cost	10,000	8,000
Net interest from net defined benefit asset/liability	10,000	12,000
Past service cost	-	-
	<u>20,000</u>	<u>20,000</u>
Actual return on plan assets	<u>99,000</u>	<u>256,000</u>

17. EMPLOYEE BENEFIT OBLIGATIONS - continued

Changes in the present value of the defined benefit obligation are as follows:

	Defined benefit pension plans	
	31.3.22	31.3.21
	£	£
Opening defined benefit obligation	2,003,000	1,764,000
Current service cost	10,000	8,000
Contributions by scheme participants	1,000	1,000
Interest cost	41,000	40,000
Actuarial losses/(gains)	(112,000)	252,000
Benefits paid	(62,000)	(62,000)
	<u>1,881,000</u>	<u>2,003,000</u>

Changes in the fair value of scheme assets are as follows:

	Defined benefit pension plans	
	31.3.22	31.3.21
	£	£
Opening fair value of scheme assets	1,486,000	1,258,000
Contributions by employer	5,000	5,000
Contributions by scheme participants	1,000	1,000
Interest income on assets	31,000	28,000
Actuarial gains/(losses)	99,000	256,000
Benefits paid	(62,000)	(62,000)
	<u>1,560,000</u>	<u>1,486,000</u>

The amounts recognised in other recognised gains and losses are as follows:

	Defined benefit pension plans	
	31.3.22	31.3.21
	£	£
Actuarial gains/(losses)	211,000	4,000
	<u>211,000</u>	<u>4,000</u>

The major categories of scheme assets as a percentage of total scheme assets are as follows:

	Defined benefit pension plans	
	31.3.22	31.3.21
Equities	55.70%	57.00%
Bonds	18.00%	17.30%
Multi Asset Credit	9.20%	-
Property	6.90%	6.10%
Cash	0.90%	1.40%
Other	9.30%	18.20%
	<u>100.00%</u>	<u>100.00%</u>

17. EMPLOYEE BENEFIT OBLIGATIONS - continued

Principal actuarial assumptions at the Balance Sheet date (expressed as weighted averages):

	31.3.22	31.3.21
Discount rate	2.80%	2.10%
Future salary increases	4.10%	3.70%
Future pension increases	3.10%	2.70%
Pension accounts revaluation rate	3.10%	2.70%
CPI Inflation	4.10%	2.70%

18. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2022.

Accounts

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2021
for
Basingstoke Voluntary Action

Chamberlains Chartered Accountants
Elm House, Tanshire Park
Shackleford Road, Elstead
Godalming
Surrey
GU8 6LB

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for the Year Ended 31 March 2021

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I am pleased to bring you this annual report which describes the progress and achievements of BVA during the period 2020-2021. During a year which saw the unfolding of a national emergency in respect of the Coronavirus pandemic, the team at BVA worked tirelessly to support both residents and community groups across the borough at a pace and scale that, whilst extremely testing, ultimately demonstrated BVA's unique position as the strategic body for the voluntary sector to galvanise effective community action and bring partners together. From administering vital funds to community groups on behalf of the council, through to the recruitment and management of over 1000 volunteers deployed across the borough, this has been a year like no other for BVA and our members. However, we are immensely proud of the relationships forged, community action championed, and vulnerable residents cared for during such a testing time for us all.

We remain extremely grateful for the huge level of partnership working and trust placed in us by both our members and key public sector stakeholders including Basingstoke & Deane Borough Council, Hampshire County Council, and North Hampshire CCG. It is through these strong and collegiate relationships that we have been able to carry out our role as an infrastructure body effectively and efficiently. Over the coming year we shall continue to build upon these successful links to ensure that our organisation is viewed as a strategic partner who can enable community development, increase sustainability and above all achieves above and beyond expectations.

This annual report describes in detail the actions and developments delivered through the year 2020-21 and outlines priority plans for the year ahead:

Through our core activities

- Group Development, Grants and Funding Support
- Volunteer Centre
- Community Training, Forums and Partnerships
- As operator of The Orchard community building

Through our projects

- The Camrose Centre
- Reboot IT
- Census Support Centre
- Back Office Support Services

I would like to thank our staff for all their hard work and enthusiasm, and the many extra hours they have put in, the many volunteers who help BVA, all our members who do great work in our communities, and our key stakeholders for your continued support.

I would also like to thank all my fellow Trustees on the Board of Basingstoke Voluntary Action who gave their time willingly to supporting the organisation through this challenging period.

Two Trustees stepped down at the end of the financial year:

- Jeannette Welton, who served as Treasurer, to become Treasurer at the Camrose Centre that floated to be a stand-alone organisation and we wish her well.
- Stephen Brearley, due to increasing work commitments, and we wish him the best of luck.

And we welcomed two co-opted Trustees during the year who joined the Board in January 2021:

- Claudia Tinnerello who brought Marketing skills to the team.
- Neil Morrow who brought commercial and business development acumen.

One person who deserves special mention is Mike Browning who served as a Trustee of BVA for many years and then led the establishment of a shadow Trustee board and submitted a successful application to the Charity Commission for the creation of the 'Camrose Centre Basingstoke CIO' which now runs independently of BVA and which he leads as Chair of Trustees. We wish him the greatest success and thank him personally for his loyalty and support and for being a great team player who will be missed.

During 2021-2022 we will be welcoming also to the Trustee Board of BVA, David Bowers who will take over as Treasurer and Nazim Khan.

Basingstoke Voluntary Action

Foreword from the Chair of Trustees
for the Year Ended 31 March 2021

Finally, I would like to pay special thanks to Tony Capon, CEO of BVA who has worked tirelessly in the most challenging of times, and whose exemplary leadership and direction and partnership working with others, has placed BVA in its rightful place as the strategic body and lead partner of BDBC for the local voluntary sector in the borough.

I look forward to continuing to work with everyone in the coming year.

Carol Bode
Chair of Trustees, BVA
September 2021

Report of the Trustees
for the Year Ended 31 March 2021

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity 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 Republic of Ireland (FRS 102) (effective 1 January 2019).

GOVERNING DOCUMENT

Basingstoke Voluntary Action (BVA) is a company limited by guarantee governed by its Memorandum and Articles of Association dated July 1999 and amended April 2005. It is registered as a charity with the Charity Commission. Membership is open to voluntary and community organisations and other stakeholder organisations, each of whom are approved by the board of trustees and whose liability is limited to £1 in the event of the charity winding up.

APPOINTMENT OF TRUSTEES

As set out in the Articles of Association, Trustees (known as Directors) are elected by the members at the AGM. Trustees can be nominated by members, existing Trustees or senior staff members and due regard is paid to their skills and expertise to operate as a Director of the organisation together with their contribution to the voluntary and community sector. The board of trustees has the power to co-opt members to fill specialist roles.

ORGANISATIONAL STRUCTURE

BVA has established strong management reporting and communication lines with the Chief Executive reporting to the trustees and trustee board at frequent intervals; with managers and project coordinators reporting to the Chief Executive on activities associated to their work plans and areas of delivery; with staff and volunteers reporting to their managers on their activities associated to their work plans and project delivery areas. All projects and teams have key performance indicators that are reported quarterly to the Chief Executive who then reports them to the board of trustees. Any issues of concern are identified, and measures are taken to offset any issue or risk.

TRUSTEE INDUCTION AND TRAINING

Trustees undergo an induction programme and ongoing training programme to help ensure they understand their legal obligations under charity and company law, the content of the charity's governing document, the committee and decision-making processes, the business plan and recent financial performance of the organisation. The trustees continue to keep in touch with individual departments and projects through presentations by project staff and by personal involvement with particular departments. The charitable company is governed by its trustees with day-to-day management delegated to the Chief Executive.

RISK MANAGEMENT

The trustees have examined the risks to which the charity is exposed and have implemented a risk management policy and procedure. This policy enables the charity to:

- o Identify and respond to significant risks through the risk annual review
- o Review ongoing risks within the trustee board meeting ensuring mitigating actions are in place and sufficient to minimize the risk

The key areas identified are:

- Staff and volunteer losses
- Grant and contract funding risks
- Health and Safety
- Disaster and recovery planning
- Sustainable funding
- Data and confidentiality breaches
- Reputational risk associated to poor service and staff delivery

Report of the Trustees
for the Year Ended 31 March 2021

A key element in the management of financial risk is in the setting and implementation of a reserves policy that is reviewed by trustees annually.

RELATED PARTIES

BVA has established strong partnership and networks of voluntary and community groups to help improve the quality of life for local residents and communities. BVA also have a close relationship with Basingstoke and Deane Borough Council (BDBC) and Hampshire County Council (HCC) as our core funding support organisations.

PUBLIC BENEFIT

Our work with the local voluntary and community sector aims to put us at the heart of voluntary action in Basingstoke and Deane. By delivering support, information and advice to charities and local groups, we aim to bring about improved quality of services, help groups benefit and change lives, communities and residents for the better.

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

USE OF VOLUNTEERS

There is a substantial donation of volunteer time and effort with volunteers engaged in a variety of BVA services and its projects during the year. Volunteers bring a wealth of skills and experience to the organisation with good practice principles in volunteer management provided via the in-house volunteer centre.

CORE ACTIVITY

1. BVA Group Development - providing support to local groups and charities

As the voluntary sector membership body for Basingstoke and Deane, we offer free professional help and advice to our member Voluntary and Community groups. As part of our role as the umbrella body for local community organisations we provide group development, support and training on a wide range of topics including start-up, governance, funding advice and guidance, business planning and general good practice. Throughout the year we have continued to see a demand for our group development advice and support services, including working with our wider partners to promote social enterprise and diverse fundraising opportunities within the borough. A selection of targeted group development initiatives we successfully undertook across the year were as follows:

- 'All About Digital' project- delivered in conjunction with the Hampshire CVS Network, BVA took part in a series of facilitated workshops designed to help us increase our skills and expertise in supporting our member groups to fully utilise digital technology in their work. As a result of this work, we supported the production and cascade of a series of webinars and tools to promote digital competence amongst the voluntary sector.

- Communications Plan Rollout - we successfully implemented a suite of new communication tools and opportunities for interaction with our member groups. This included a complete redesign of our newsletter to improve its accessibility and the breadth of information covered. We additionally re-developed our monthly Funding Bulletin, now being sent to hundreds of groups each month containing the latest funding opportunities according to their sector. As part of a drive to ensure high levels of engagement with our member groups, we completed the implementation of a 'case management' approach to our service delivery. As a result of these changes all members now receive support and guidance from a dedicated/named member of our Voluntary Sector Support team. This has enabled even more effective and lasting relationships to be built across the sector with our partners.

- Digital infrastructure and systems upgrades - we successfully upgraded our internal systems to ensure an agile working environment. This included the introduction of a new customer relationship management system to enable our team to capture interactions quickly and efficiently with our member groups for improved reporting.

Report of the Trustees
for the Year Ended 31 March 2021

- Step by Step Programme (Men's Wellbeing) - working in partnership with other Hampshire CVS partners, we delivered a targeted wellbeing programme on behalf of Hampshire County Council aimed at increasing the number of local groups operating within the borough that support men's wellbeing. BVA offered a series of development sessions to help local residents establish and sustain a number of initiatives, such as local men's sheds and health groups.

- Covid Impact Report & Sector recovery work - throughout the year the BVA team worked tirelessly to ensure that our member organisations were as well positioned as possible to continue delivering vital public services throughout the lockdown and other measures in place due to the Coronavirus pandemic. We regularly undertook 'pulse check' exercises, connecting with local groups to establish any urgent needs being faced across the borough whether this be lack of volunteer workforce, accessing funds to continue operating or working in a covid safe manner. As a result of gathering this intelligence and remaining regularly in contact we were able to connect our members quickly and efficiently with sources of support to help them navigate through the national crisis in the best way possible. Examples of this support included:

1. The direct distribution of over £250,000 of funds to local groups on behalf of the local and county authorities
2. Targeted mass volunteer recruitment of over 1000 volunteers
3. The delivery of over 15 specialist workshops on matters including navigating HR issues resulting from the pandemic and how to undertake appropriate health and safety risk assessments

Further details of the huge range of targeted support undertaken by the BVA team during the pandemic, including our activities relating to the establishment of a community hub network, can be found in our published 'Covid Impact Report 2020/21' available as an appendix to this report.

- Community lottery launch - we were delighted to launch the Basingstoke & Deane Community Lottery platform, offering an opportunity for our member organisation to raise vital funds to support their local causes. Launched in September 2020, the community lottery remains on target to raise over £30,000 in funds for good causes across the borough, with over 1000 residents taking part through the purchase of tickets for our weekly draw. We shall continue to promote and expand the lottery over the coming year in order to further build a sustainable fundraising opportunity for our member groups to access.

Future Plans

- We will continue to review our group development offer to ensure that we are effectively targeting areas of development and support most needed by our member organisations.

- We will continue to integrate our systems and practices, particularly to ensure a greater cohesion between our Volunteering and Group Development support offer.

2. Grants and Funding Support

This year saw a complete review of our Funding Support service, with the launch of a refreshed monthly grants and funding newsletter alongside our new 'tailored search' service. This service offers members the opportunity to meet with one of our team to identify their funding needs and produce a unique funding report tailored specifically to their cause. We can showcase hundreds of grant, contract and open trusts they would be eligible to apply for. Following initial launch, we were delighted to subsequently work on behalf of Hampshire CVS Network colleagues to offer our fundraising search to voluntary sector organisation from across Hampshire. During the year we have supported over 100 organisations to access a tailored funding report, raising over £300,000 for community activities. We shall continue to grow and improve the service further over the coming year.

Future Plans

- We shall continue to expand the availability of 1-to-1 funding consultations which will allow individuals from member groups to bring a funding requirement to us and leave their appointment with a tailored selection of viable options to follow up with.

- We will continue running regular 'Fundraising Forums', sharing successful approaches and featuring guests from various funder organisations who can share their perspective and information on best practice/tips for success.

Report of the Trustees
for the Year Ended 31 March 2021

- We shall seek to implement further workshops for members around topics such as successfully applying for funding and successful crowdfunding.

3. Volunteer Centre

We work with local voluntary, community and charitable organisations that are in need of volunteers in order to fulfil their mission and help the people and communities in Basingstoke and Deane. Via our dedicated 'Volunteer North Hants' online platform, jointly managed in partnership with Hart Voluntary Action and Rushmoor Voluntary Services, we offer a comprehensive brokerage and matching service for volunteering within the borough. During the year we helped find opportunities for hundreds of people who registered with us triggering over 1500 enquiries around volunteering along with over 15 new organisations choosing to advertise their volunteer vacancies on our platform.

To further promote volunteering, we continue to attend events and hold regular information stands across the borough including student events at Queen Mary's College and hosting our own events such as the Celebration of Volunteering.

Future Plans

- We will continue to seek new opportunities for promoting and encouraging local volunteering.
- We will expand our reach into rural communities by offering further drop-in sessions outside the town centre.

4. Community Training

We worked in partnership with Basingstoke and Deane Borough Council to relaunch an extensive Community Learning Programme, marketed both in digital and hard copy formats. This newly energised and completely reviewed programme covered over 30 unique learning opportunities for community groups including topics such as Trustee Induction and Refresher training through to First Aid and Effective Risk Assessment. These courses were well received by local groups and going forwards we shall continue to review our training offer to ensure that it champions the greatest possible breadth and opportunity for development to our members.

Future Plans

- We will continue to revise our Community Learning Programme to ensure that additional courses on key topics and areas are made available.
- We shall explore opportunities for digitised learning and remote delivery of our workshops.

5. The Orchard

We continued to operate the much loved and well utilised Orchard building within the town centre. Throughout the year we saw a noticeable increase in demand for room and facilities hire requests, including from several new organisations that had not previously held their events with us. There continued to be movement amongst our fellow charity occupants within the building. However, despite these changes we continued to hold an occupancy rate of above 80% throughout the year and strong room hire performance has meant that our income remained relatively stable even with tenant fluctuations.

The Orchard continues to be supported both in terms of reception cover and wider maintenance by the help of volunteers. We would like to thank our fantastic volunteers for all their unwavering support throughout the year.

Future Plans:

- To continue our lift and boiler upgrade/refurbishment programmes.

Report of the Trustees
for the Year Ended 31 March 2021

- To continue our aim of increasing the diversity of activities taking place, and community groups using, the building to ensure the facility remains a central home of the voluntary sector in Basingstoke and Deane.

6. Forums and Partnerships

Throughout the year we continued to host a variety of partnership meetings, providing opportunity for community organisations to come together to share best practice, news, and updates. These included our quarterly Voluntary Sector Forums which offers our members the chance to share their latest updates and the Healthy Ageing Partnership, where attendees comprise a range of organisations who interact with and support older people within the borough.

BVA continues to serve as a co-chair for the Health and Wellbeing Partnership, along with our CEO continuing to chair the Children, Young People and Families Partnership. As a result, our members continue to be well represented across various initiatives and promotions linked to health and wellbeing activity across the borough.

Future Plans

- To continue building upon our social media and online presence to continue to build effective partnerships and disseminate information.

- To review our current approach to member engagement and the strategic representation of the voluntary sector across the borough amongst public sector partners, ensuring that we are best placed to champion the views of our members.

PROJECTS

a) The Camrose Centre

The Camrose Centre was a BVA charitable project that worked with clients who are homeless, vulnerably housed or socially isolated in Glebe Hall, St Michaels Church, Basingstoke. During the year the BVA team supported the establishment of a working group to prepare for the launch of Camrose as an independent charity. Following the successful work of the group to establish a shadow Trustee board and submit a successful application to the Charity Commission for the creation of a Charitable Incorporated Organisation; we were delighted to complete the transition of funds and TUPE of existing Camrose staff over to the newly established entity. The transition was completed in October 2021 and BVA welcomed the newly operating 'Camrose Centre Basingstoke CIO' as a member organisation, independently operating moving forward.

b) Reboot IT

Following a successful partnership with Fleet Lions and an increasing local demand, BVA were delighted to establish our 'Reboot IT' project. Providing a vital source of digital enablement across the borough, the project provides an opportunity for residents and organisation to donate their unwanted computer equipment which is then fully refurbished and safely donated to those facing barriers in accessing technology. Since its inception in September 2020, the project has worked with a huge range of partners including housing associations, domestic abuse charities, supported accommodation providers and youth groups to provide much needed computer equipment to some of our most vulnerable residents. Through the donated equipment we have supported activities such as home schooling, job searching and enabling people to carry out vital everyday tasks such as online food shopping and accessing banking services. This project continues to grow in demand, and we look forward to progressing it further in the coming year.

Report of the Trustees
for the Year Ended 31 March 2021

c) Census Support Centre

During 2020/21 we were delighted to win a contract via the Good Things Foundation to operate The Orchard building as a Census Support Centre during the March 2021 national census operation. With 8 of our team undertaking specialist training to support residents in completing the census questionnaire, The Orchard was transformed into a drop-in centre for those who required support, providing access to computers for completing the survey alongside face-to-face and telephone consultations to support vulnerable residents who faced difficulties in completing their census forms independently. Working closely with the Regional Census Officer for the Southeast, the team at BVA provided over 630 hours of support across a 9 week period to ensure that local residents were able to fully participate in this national initiative.

MAIN AIMS AND OBJECTIVES IN THE COMING YEAR

The 2020/21 year has been a year like no other, in the face of a national pandemic our members have played a momentous role in supporting the most vulnerable in our community against the backdrop of some of the most difficult operating conditions in recent memory. The BVA team are immensely proud to have played our part in championing and galvanising community action throughout the year, forging relationships and connections with partners that are stronger than ever. As we look ahead to the new financial year, with the uncertainty of the what the lasting impact of the pandemic shall bring, we remain wholeheartedly committed to continuing our journey of improvement with the aim of being the best voluntary sector membership body we can be. To help us succeed in this mission, some of the key workstreams on the horizon in the coming year include:

- **Publication of our Strategic Plan 2022-25** - we shall continue to hone our vision and strategy as we prepare for the new phase of our development as an organisation.

- **Launch of our Back Office Support Services (BOSS) scheme** - working closely with our trusted partners at Action Hampshire, we shall be launching 'BOSS Partners', our range of shared business functions for community organisations. These include services such as payroll accounting, HR support and registered address schemes to enable local organisations to thrive.

- **State of Sector Analysis** - originally planned for publication during 2020 but delayed due to the Coronavirus pandemic, we shall be seeking to publish our State of the Sector research, covering an in-depth analysis of the breadth and scope of the voluntary sector in Basingstoke & Deane, updated to include a specific section covering the impact of the pandemic on local community groups. This research shall underpin the shaping and evolution of our services as an infrastructure body, ensuring that our strategic planning remains evidence based and closely aligned to the priorities of our member organisations.

THANK YOU TO OUR SUPPORTERS

We would like to take this opportunity to say a huge thank you to our supporters for working with us throughout the year to champion a vibrant and diverse voluntary sector across Basingstoke & Deane. To our core funders, Basingstoke & Deane Borough Council and Hampshire County Council, we offer our sincere gratitude for continuing to believe in the role BVA has to offer as a strategic community partner. To our members, we say a heartfelt thank you for all that you do for our communities day in and day out, and for working with us to ensure that not-for-profit organisations working in our Borough are as well governed, financially secure, and as appropriately publicised as possible.

FINANCIAL REVIEW

Policy on reserves

BVA's policy is to maintain unrestricted funds at a level that balances our objective to develop and support services with our need to remain financially stable. During 2020/21 the policy was reviewed and the charity shall now aim to maintain a level of unrestricted funds equating to at least six months of unrestricted expenditure. At 31st March 2021 total unrestricted funds of £239,042 equated to 5 months of general expenditure, however this doesn't take account of the identified pension liability at the year end.

Funds in deficit

The 'unrestricted' general funds showed a net surplus on activity for the year of £56,174 before other recognised gains or losses were taken into account. After allowing for the 'Actuarial' gain on the pension benefit scheme of £4,000 and taking into account the balance of funds brought forward from the previous year, the balance at the period end was a deficit of £277,958.

Principal funding sources

The main source of income for BVA core activities comprises grants received from Basingstoke and Deane Borough Council and Hampshire County Council. Other projects are funded through a mix of statutory sector grants, donations from businesses and trusts and individual donations.

Going concern

The financial statements have been prepared on a going concern basis. The trustees assess whether the use of going concern is appropriate, i.e. whether there are any material uncertainties relating to events or conditions that may cast doubt on the ability of the charity to continue as a going concern. The trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

The latest actuarial valuation of the Basingstoke Voluntary Action fund within Hampshire County Council defined benefits pension scheme shows a liability as at 31st March 2021 of £517,000. This results from £4,000 gain in the actuarial valuation of the fund over the year. There is no expectation that the pension fund will need to be distributed in full during the next twelve months and therefore there will be no requirement to make good the pension fund liability.

The net asset position of the organisation excluding the pension deficit is £271,571 with the majority of this being cash reserves. On this basis the trustees consider it appropriate to prepare the accounts on a going concern basis.

DIRECTORS' RESPONSIBILITIES

The trustees (directors) are responsible for preparing the Report of the Trustees (directors) and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors are required to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the profit or loss of the charitable company for that period. In preparing those financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently
- observe the methods and principles in the charities SORP
- make judgments and 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
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business

The directors are responsible for keeping proper accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and which 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 taking reasonable steps for the prevention and detection of fraud and other irregularities.

INDEPENDENT EXAMINERS

Chamberlains will be proposed for reappointment at the forthcoming Annual General Meeting as Independent Examiners for the 2021-22 financial year subject to receipt of satisfactory quotation.

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

The annual report was approved by the trustees of the charity on 29th September 2021 and signed on their behalf by

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.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

03802713 (England and Wales)

Registered Charity number

1077442

Registered office

The Orchard
White Hart Lane
Basingstoke
RG21 4AF

Trustees

C A Bode
S D Brearley
K Chillman
B V Linklater
J M Welton

Company Secretary

T Capon

Independent Examiner

Chamberlains Chartered Accountants
Elm House, Tanshire Park
Shackleford Road, Elstead
Godalming
Surrey
GU8 6LB

Approved by order of the board of trustees on 8 November 2021 and signed on its behalf by:

C A Bode - Trustee

Independent Examiner's Report to the Trustees of
Basingstoke Voluntary Action

Independent examiner's report to the trustees of Basingstoke Voluntary Action ('the Company')

I report to the charity trustees on my examination of the accounts of 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

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of ICAEW which is one of the listed bodies.

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

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 accord with those 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.

Paul J Chamberlain
ICAEW
Chamberlains Chartered Accountants
Elm House, Tanshire Park
Shackleford Road, Elstead
Godalming
Surrey
GU8 6LB

9 November 2021

Basingstoke Voluntary Action

Statement of Financial Activities
for the Year Ended 31 March 2021

	Notes	Unrestricted funds £	Restricted funds £	31.3.21 Total funds £	31.3.20 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	414,255	45,559	459,814	376,513
Charitable activities	4				
Facilities management		146,590	-	146,590	156,384
Grants and contracted services		-	-	-	9,404
Investment income	3	<u>126</u>	<u>-</u>	<u>126</u>	<u>582</u>
Total		<u>560,971</u>	<u>45,559</u>	<u>606,530</u>	<u>542,883</u>
EXPENDITURE ON					
Charitable activities	5				
Facilities management		410,002	101,925	511,927	393,438
Donated services and facilities		94,794	-	94,794	93,908
Other		<u>1</u>	<u>-</u>	<u>1</u>	<u>-</u>
Total		<u>504,797</u>	<u>101,925</u>	<u>606,722</u>	<u>487,346</u>
NET INCOME/(EXPENDITURE)		<u>56,174</u>	<u>(56,366)</u>	<u>(192)</u>	<u>55,537</u>
Other recognised gains/(losses)					
Actuarial gains/(losses) on defined benefit schemes		<u>4,000</u>	<u>-</u>	<u>4,000</u>	<u>(26,000)</u>
Net movement in funds		<u>60,174</u>	<u>(56,366)</u>	<u>3,808</u>	<u>29,537</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		(338,132)	88,895	(249,237)	(278,774)
TOTAL FUNDS CARRIED FORWARD		<u>(277,958)</u>	<u>32,529</u>	<u>(245,429)</u>	<u>(249,237)</u>

The notes form part of these financial statements

Basingstoke Voluntary Action (Registered number: 03802713)

Balance Sheet
31 March 2021

	Notes	31.3.21 £	31.3.20 £
FIXED ASSETS			
Tangible assets	11	35,835	39,539
CURRENT ASSETS			
Debtors	12	43,432	30,034
Cash at bank and in hand		<u>334,411</u>	<u>217,233</u>
		377,843	247,267
CREDITORS			
Amounts falling due within one year	13	(142,107)	(30,043)
NET CURRENT ASSETS		<u>235,736</u>	<u>217,224</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		271,571	256,763
PENSION LIABILITY	17	(517,000)	(506,000)
NET ASSETS/(LIABILITIES)		<u>(245,429)</u>	<u>(249,237)</u>
FUNDS	16		
Unrestricted funds		(277,959)	(338,132)
Restricted funds		<u>32,530</u>	<u>88,895</u>
TOTAL FUNDS		<u>(245,429)</u>	<u>(249,237)</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The notes form part of these financial statements

Balance Sheet - continued

31 March 2021

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 8 November 2021 and were signed on its behalf by:

C A Bode - Trustee

Basingstoke Voluntary Action

Cash Flow Statement
for the Year Ended 31 March 2021

	Notes	31.3.21 £	31.3.20 £
Cash flows from operating activities			
Cash generated from operations	1	<u>120,438</u>	<u>24,281</u>
Net cash provided by operating activities		<u>120,438</u>	<u>24,281</u>
Cash flows from investing activities			
Purchase of tangible fixed assets		(3,386)	(34,135)
Interest received		<u>126</u>	<u>582</u>
Net cash used in investing activities		<u>(3,260)</u>	<u>(33,553)</u>
Change in cash and cash equivalents in the reporting period		<u>117,178</u>	<u>(9,272)</u>
Cash and cash equivalents at the beginning of the reporting period		<u>217,233</u>	<u>226,505</u>
Cash and cash equivalents at the end of the reporting period		<u>334,411</u>	<u>217,233</u>

The notes form part of these financial statements

1. RECONCILIATION OF NET (EXPENDITURE)/INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	31.3.21 £	31.3.20 £
Net (expenditure)/income for the reporting period (as per the Statement of Financial Activities)	(192)	55,537
Adjustments for:		
Depreciation charges	7,090	8,820
Interest received	(126)	(582)
Increase in debtors	(13,398)	(11,627)
Increase/(decrease) in creditors	112,064	(27,867)
Difference between pension charge and cash contributions	15,000	-
Net cash provided by operations	<u>120,438</u>	<u>24,281</u>

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.4.20 £	Cash flow £	At 31.3.21 £
Net cash			
Cash at bank and in hand	<u>217,233</u>	<u>117,178</u>	<u>334,411</u>
	<u>217,233</u>	<u>117,178</u>	<u>334,411</u>
Total	<u>217,233</u>	<u>117,178</u>	<u>334,411</u>

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The financial statements are presented in pounds sterling (£) and amounts are rounded to the nearest pound, except for amounts relating to the pension liability which are rounded to the nearest thousand pounds.

The charitable company only has financial assets and liabilities of a kind that qualify as basic financial instruments. These are initially recognised as transaction value and subsequently measured at settlement value.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Donations are usually recognised immediately on receipt, unless the donation includes terms or conditions which must be met before the charitable company is entitled to the resources.

Grants are recognised when the charitable company has an entitlement to the funds and any conditions linked to the grants have been met.

Investment income is recognised on a receivable basis.

Included in income are amounts charged between internal funds for project management and service charges.

Deferred income represents amounts received for future periods and is released to income in the period for which it has been received.

Where services or facilities are provided to the charitable company as a donations that would normally be purchased from third party suppliers, this benefit is included in the financial statements at its fair value unless its fair value cannot be measured reliably, in which case the cost to the donor or the resale value of goods is used.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Charitable activities

Charitable expenditure comprises those costs incurred by the charitable company in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs

These include costs attributable to the charitable company's compliance with constitutional and statutory requirements, include independent examination, strategic management Trustees' meetings and reimbursed expenses.

1. ACCOUNTING POLICIES - continued

Allocation and apportionment of costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, staff costs by the time spent and other costs by their usage.

Amounts charged between internal funds for project management and service charges are included in income.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 15% on cost
Computer equipment	- 20% on cost

Taxation

The charity is exempt from corporation tax on its income and gains to the extent that such income or gains are applied exclusively to charitable purposes.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

Staff in employment prior to 1 June 2007 remain participants in the Hampshire County Council pension scheme, which is a defined benefit pension scheme. The accounting policy in respect of defined benefit pension schemes is shown in the relevant note to the accounts.

Staff in employment at 1 June 2007 participate in the 'Flexible Retirement Plan' operated by The Pensions Trust, which is a defined contribution scheme. Contributions are charged to the profit and loss account for the year in which they are payable to the scheme. Any contributions payable to the scheme at the year-end are included in creditors.

Going concern

The financial statements have been prepared on a going concern basis after taking into account the current risks relating to COVID-19.

The Trustees assess whether the use of the going concern basis is appropriate and whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charitable company to continue as a going concern. The Trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

There is no expectation that the pension fund will need to be distributed in full in the next twelve months and therefore there will be no requirement to make good the pension fund deficit in that period. The trustees are of the opinion that, excluding the pension fund deficit, the charitable company has sufficient reserves and on this basis consider it appropriate to prepare the financial statements on a going concern basis.

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

2. DONATIONS AND LEGACIES

	31.3.21	31.3.20
	£	£
Donations	70,600	42,296
Grants	294,420	240,309
Donated services or facilities	94,794	93,908
	<u>459,814</u>	<u>376,513</u>

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

	31.3.21	31.3.20
	£	£
Local and central government grants	248,586	240,309
Grants from other charities and organisations	45,834	-
	<u>294,420</u>	<u>240,309</u>

3. INVESTMENT INCOME

	31.3.21	31.3.20
	£	£
Dividends and interest rec'd	<u>126</u>	<u>582</u>

4. INCOME FROM CHARITABLE ACTIVITIES

	Activity	31.3.21	31.3.20
		£	£
Charitable operations	Facilities management	146,590	156,384
Grants	Grants and contracted services	-	9,404
		<u>146,590</u>	<u>165,788</u>

5. CHARITABLE ACTIVITIES COSTS

	Direct Costs	Support costs (see note 6)	Totals
	£	£	£
Facilities management	71,564	440,363	511,927
Donated services and facilities	-	94,794	94,794
	<u>71,564</u>	<u>535,157</u>	<u>606,721</u>

Donated services and facilities relate to the use of 'The Orchard' building that Basingstoke Voluntary Action occupies. In relation to business rates, the charitable company receives 80% mandatory charitable relief from the UK government and 20% discretionary relief from Basingstoke and Deane Borough Council. This equated to an annual charge of £52,294 (2020: 51,408).

The charitable company also receives a subsidy in relation to rental costs, of which further details can be found in the note on lease commitments.

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

6. SUPPORT COSTS

	Finance £	Information technology £	Human resources £
Facilities management	1,423	28,852	235,938
Donated services and facilities	-	-	-
	<u>1,423</u>	<u>28,852</u>	<u>235,938</u>
		Governance costs	Totals
	Admin £	Premises £	£
Facilities management	100,091	71,286	2,773
Donated services and facilities	-	94,794	-
	<u>100,091</u>	<u>166,080</u>	<u>2,773</u>
			535,157

Activity	Basis of allocation
Governance	Governance costs allocated on basis of costs incurred
Finance	Finance costs allocated on basis of costs incurred
Information technology	Information technology costs allocated on basis of costs incurred
Human resources	Staff costs allocated on basis of time spent
Admin	Admin costs allocate on basis of costs incurred
Premises	Premises costs allocated by floor area

7. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.3.21 £	31.3.20 £
Depreciation - owned assets	<u>7,090</u>	<u>8,820</u>

8. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2021 (2020: £902 paid to one trustee)

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

9. STAFF COSTS

	31.3.21	31.3.20
	£	£
Wages and salaries	199,826	183,616
Social security costs	8,111	7,232
Other pension costs	28,002	30,939
	<u>235,939</u>	<u>221,787</u>

The total employee benefits of the key management personnel of the charitable company were £77,233 (2020: £77,235).

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

	31.3.21	31.3.20
Full-time headcount	2	2
Part-time headcount	13	12
	<u>15</u>	<u>14</u>

No employees received emoluments in excess of £60,000.

10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	260,900	115,613	376,513
Charitable activities			
Facilities management	156,384	-	156,384
Grants and contracted services	635	8,769	9,404
Investment income	<u>582</u>	<u>-</u>	<u>582</u>
Total	<u>418,501</u>	<u>124,382</u>	<u>542,883</u>
EXPENDITURE ON			
Charitable activities			
Facilities management	308,479	84,959	393,438
Donated services and facilities	93,908	-	93,908
Total	<u>402,387</u>	<u>84,959</u>	<u>487,346</u>
NET INCOME	<u>16,114</u>	<u>39,423</u>	<u>55,537</u>
Transfers between funds	<u>(3,045)</u>	<u>3,045</u>	<u>-</u>
Other recognised gains/(losses)			
Actuarial gains/(losses) on defined benefit schemes	<u>(26,000)</u>	<u>-</u>	<u>(26,000)</u>
Net movement in funds	<u>(12,931)</u>	<u>42,468</u>	<u>29,537</u>

10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
RECONCILIATION OF FUNDS			
Total funds brought forward	(325,201)	46,427	(278,774)
TOTAL FUNDS CARRIED FORWARD	<u>(338,132)</u>	<u>88,895</u>	<u>(249,237)</u>

11. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 April 2020	81,011	33,608	114,619
Additions	-	3,386	3,386
Disposals	-	(3,818)	(3,818)
At 31 March 2021	<u>81,011</u>	<u>33,176</u>	<u>114,187</u>
DEPRECIATION			
At 1 April 2020	41,813	33,267	75,080
Charge for year	6,978	112	7,090
Eliminated on disposal	-	(3,818)	(3,818)
At 31 March 2021	<u>48,791</u>	<u>29,561</u>	<u>78,352</u>
NET BOOK VALUE			
At 31 March 2021	<u>32,220</u>	<u>3,615</u>	<u>35,835</u>
At 31 March 2020	<u>39,198</u>	<u>341</u>	<u>39,539</u>

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.21 £	31.3.20 £
Trade debtors	20,767	10,681
Other debtors	443	713
Prepayments and accrued income	<u>22,222</u>	<u>18,640</u>
	<u>43,432</u>	<u>30,034</u>

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.21	31.3.20
	£	£
Trade creditors	12,086	22,590
Other creditors	81,770	907
Accruals and deferred income	48,251	6,546
	<u>142,107</u>	<u>30,043</u>

14. LEASING AGREEMENTS

The building that the charitable company occupies, 'The Orchard' is owned by Basingstoke and Deane Borough Council. It is currently provided by the Council free of lease costs and business rates. The trustees do not envisage a charge for these costs being levied on the charitable company in the future.

The total lease charge recognised as an expense during the year was £42,500 (2020: £42,500). The 100% subsidy received from Basingstoke and Deane Borough Council has been recognised as income from donated services and facilities in combination with the subsidised business rates.

The charitable company is committed to the lease agreement until October 2025 and the annual charge is set at £42,500. The total future minimum lease payments is expected to be nil, given that a 100% subsidy applied by the Council.

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds	Restricted funds	31.3.21 Total funds	31.3.20 Total funds
	£	£	£	£
Fixed assets	35,835	-	35,835	39,539
Current assets	327,363	50,480	377,843	247,267
Current liabilities	(124,157)	(17,950)	(142,107)	(30,043)
Pension liability	(517,000)	-	(517,000)	(506,000)
	<u>(277,959)</u>	<u>32,530</u>	<u>(245,429)</u>	<u>(249,237)</u>

16. MOVEMENT IN FUNDS

	At 1.4.20 £	Net movement in funds £	Transfers between funds £	At 31.3.21 £
Unrestricted funds				
General fund	(398,578)	51,750	(35,000)	(381,828)
Orchard	60,446	8,423	(2,100)	66,769
Designated funds	-	-	35,000	35,000
Orchard sinking fund	-	-	2,100	2,100
	<u>(338,132)</u>	<u>60,173</u>	<u>-</u>	<u>(277,959)</u>
Restricted funds				
Camrose Centre	53,591	(53,591)	-	-
Mayors Charity Appeal	3,216	(3,216)	-	-
BDBC Social Inclusion	713	(713)	-	-
LIF grant	281	(281)	-	-
Green investment grant	31,094	(5,120)	-	25,974
Reboot IT	-	6,556	-	6,556
	<u>88,895</u>	<u>(56,365)</u>	<u>-</u>	<u>32,530</u>
TOTAL FUNDS	<u>(249,237)</u>	<u>3,808</u>	<u>-</u>	<u>(245,429)</u>

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

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	312,624	(264,874)	4,000	51,750
Orchard	153,553	(145,130)	-	8,423
Rent and rates B&DBC	94,794	(94,794)	-	-
	<u>560,971</u>	<u>(504,798)</u>	<u>4,000</u>	<u>60,173</u>
Restricted funds				
Camrose Centre	32,818	(86,409)	-	(53,591)
Mayors Charity Appeal	-	(3,216)	-	(3,216)
BDBC Social Inclusion	-	(713)	-	(713)
LIF grant	-	(281)	-	(281)
Green investment grant	-	(5,120)	-	(5,120)
BBC Children in Need	3,279	(3,279)	-	-
Reboot IT	9,462	(2,906)	-	6,556
	<u>45,559</u>	<u>(101,924)</u>	<u>-</u>	<u>(56,365)</u>
TOTAL FUNDS	<u>606,530</u>	<u>(606,722)</u>	<u>4,000</u>	<u>3,808</u>

16. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.19 £	Net movement in funds £	Transfers between funds £	At 31.3.20 £
Unrestricted funds				
General fund	100,758	(16,291)	(3,045)	81,422
Orchard	54,041	6,405	-	60,446
Pension	(480,000)	-	-	(480,000)
	<u>(325,201)</u>	<u>(9,886)</u>	<u>(3,045)</u>	<u>(338,132)</u>
Restricted funds				
Young Carers Basingstoke	36	(3,081)	3,045	-
Camrose Centre	42,462	11,129	-	53,591
Mayors Charity Appeal	3,216	-	-	3,216
BDBC Social Inclusion	713	-	-	713
LIF grant	-	281	-	281
Green investment grant	-	31,094	-	31,094
	<u>46,427</u>	<u>39,423</u>	<u>3,045</u>	<u>88,895</u>
TOTAL FUNDS	<u>(278,774)</u>	<u>29,537</u>	<u>-</u>	<u>(249,237)</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	170,497	(160,788)	(26,000)	(16,291)
Orchard	154,096	(147,691)	-	6,405
Rent and rates B&DBC	93,908	(93,908)	-	-
	<u>418,501</u>	<u>(402,387)</u>	<u>(26,000)</u>	<u>(9,886)</u>
Restricted funds				
Young Carers Basingstoke	8,690	(11,771)	-	(3,081)
Camrose Centre	57,440	(46,311)	-	11,129
BDBC Social Inclusion	712	(712)	-	-
LIF grant	24,390	(24,109)	-	281
Green investment grant	33,150	(2,056)	-	31,094
	<u>124,382</u>	<u>(84,959)</u>	<u>-</u>	<u>39,423</u>
TOTAL FUNDS	<u>542,883</u>	<u>(487,346)</u>	<u>(26,000)</u>	<u>29,537</u>

16. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.19 £	Net movement in funds £	Transfers between funds £	At 31.3.21 £
Unrestricted funds				
General fund	100,758	35,459	(38,045)	98,172
Orchard	54,041	14,828	(2,100)	66,769
Pension	(480,000)	-	-	(480,000)
Designated funds	-	-	35,000	35,000
Orchard sinking fund	-	-	2,100	2,100
	<u>(325,201)</u>	<u>50,287</u>	<u>(3,045)</u>	<u>(277,959)</u>
Restricted funds				
Young Carers Basingstoke	36	(3,081)	3,045	-
Camrose Centre	42,462	(42,462)	-	-
Mayors Charity Appeal	3,216	(3,216)	-	-
BDBC Social Inclusion	713	(713)	-	-
Green investment grant	-	25,974	-	25,974
Reboot IT	-	6,556	-	6,556
	<u>46,427</u>	<u>(16,942)</u>	<u>3,045</u>	<u>32,530</u>
TOTAL FUNDS	<u>(278,774)</u>	<u>33,345</u>	<u>-</u>	<u>(245,429)</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	483,121	(425,662)	(22,000)	35,459
Orchard	307,649	(292,821)	-	14,828
Rent and rates B&DBC	<u>188,702</u>	<u>(188,702)</u>	<u>-</u>	<u>-</u>
	979,472	(907,185)	(22,000)	50,287
Restricted funds				
Young Carers Basingstoke	8,690	(11,771)	-	(3,081)
Camrose Centre	90,258	(132,720)	-	(42,462)
Mayors Charity Appeal	-	(3,216)	-	(3,216)
BDBC Social Inclusion	712	(1,425)	-	(713)
LIF grant	24,390	(24,390)	-	-
Green investment grant	33,150	(7,176)	-	25,974
BBC Children in Need	3,279	(3,279)	-	-
Reboot IT	<u>9,462</u>	<u>(2,906)</u>	<u>-</u>	<u>6,556</u>
	<u>169,941</u>	<u>(186,883)</u>	<u>-</u>	<u>(16,942)</u>
TOTAL FUNDS	<u>1,149,413</u>	<u>(1,094,068)</u>	<u>(22,000)</u>	<u>33,345</u>

17. EMPLOYEE BENEFIT OBLIGATIONS

Defined contribution pension scheme

The charitable company operates defined contribution pension schemes. The pension cost charge for the year represents contributions payable by the charitable company to the schemes and amounted to £7,786 (2020: £7,518).

Contributions totalling £538 (2020: £859) were payable to the schemes at the end of the year and are included in creditors.

Defined benefit pension scheme

The charitable company participates in the Hampshire County Council defined benefit pension scheme, which provides defined benefits based on members' final pensionable salary. The assets of the scheme are held and managed separately from those of the charitable company.

Actuarial gains and losses, current or past service costs and gains, as determined by the scheme's actuary, and pension and finance costs or income are included within 'Other recognised gains and losses' on the Statement of Financial Activities. Prior to this, only the actuarial contributions paid into the scheme and any associated administration costs were recognised.

The date of the most recent comprehensive actuarial valuation was 31 March 2019. Liabilities have been estimated by the independent qualified actuary on an actuarial basis using the projected unit credit method.

The total cost relating to defined benefit schemes for the year recognised in profit or loss as an expense was £24,892 (2020: £23,421).

The deficit on the scheme, representing the shortfall on the value of the scheme assets below the present value of the scheme liabilities, is now recognised as a liability on the balance sheet to the extent that the employer charitable company has a legal or constructive obligation for the liability. A corresponding pension reserve is included within the total unrestricted funds.

Reconciliation of scheme assets and liabilities to assets and liabilities recognised

The amounts recognised in the Balance Sheet are as follows:

	Defined benefit pension plans	
	31.3.21	31.3.20
	£	£
Present value of funded obligations	(1,486,000)	(1,258,000)
Fair value of plan assets	<u>1,486,000</u>	<u>1,258,000</u>
	-	-
Present value of unfunded obligations	<u>(517,000)</u>	<u>(506,000)</u>
Deficit	<u>(517,000)</u>	<u>(506,000)</u>
Net liability	<u>(517,000)</u>	<u>(506,000)</u>

17. EMPLOYEE BENEFIT OBLIGATIONS - continued

The amounts recognised in the Statement of Financial Activities are as follows:

	Defined benefit pension plans	
	31.3.21	31.3.20
	£	£
Current service cost	8,000	8,000
Net interest from net defined benefit asset/liability	12,000	12,000
Past service cost	-	-
	<u>20,000</u>	<u>20,000</u>
Actual return on plan assets	<u>256,000</u>	<u>(106,000)</u>

Changes in the present value of the defined benefit obligation are as follows:

	Defined benefit pension plans	
	31.3.21	31.3.20
	£	£
Opening defined benefit obligation	1,764,000	1,840,000
Current service cost	8,000	8,000
Contributions by scheme participants	1,000	1,000
Interest cost	40,000	44,000
Other remeasurements	-	1,000
Actuarial losses/(gains)	252,000	(78,000)
Benefits paid	<u>(62,000)</u>	<u>(52,000)</u>
	<u>2,003,000</u>	<u>1,764,000</u>

Changes in the fair value of scheme assets are as follows:

	Defined benefit pension plans	
	31.3.21	31.3.20
	£	£
Opening fair value of scheme assets	1,258,000	1,360,000
Contributions by employer	5,000	23,000
Contributions by scheme participants	1,000	1,000
Interest income on assets	28,000	32,000
Actuarial gains/(losses)	256,000	(106,000)
Benefits paid	<u>(62,000)</u>	<u>(52,000)</u>
	<u>1,486,000</u>	<u>1,258,000</u>

17. EMPLOYEE BENEFIT OBLIGATIONS - continued

The amounts recognised in other recognised gains and losses are as follows:

	Defined benefit pension plans	
	31.3.21	31.3.20
	£	£
Actuarial gains/(losses)	4,000	(26,000)
	<u>4,000</u>	<u>(26,000)</u>

The major categories of scheme assets as a percentage of total scheme assets are as follows:

	Defined benefit pension plans	
	31.3.21	31.3.20
Equities	57.00%	52.70%
Bonds	17.30%	21.80%
Property	6.10%	7.30%
Cash	1.40%	2.00%
Other	18.20%	16.20%
	<u>100.00%</u>	<u>100.00%</u>

Principal actuarial assumptions at the Balance Sheet date (expressed as weighted averages):

	31.3.21	31.3.20
Discount rate	2.10%	2.30%
Future salary increases	3.70%	3.00%
Future pension increases	2.70%	2.00%
Pension accounts revaluation rate	2.70%	2.00%
CPI Inflation	2.70%	2.00%

18. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2021.

This document was delivered using electronic communications and authenticated in accordance with the registrar's rules relating to electronic form, authentication and manner of delivery under section 1072 of the Companies Act 2006.