

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
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Godalming
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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

- (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.

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

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
	(277,959)	243,208	-	(34,751)
Restricted funds				
Green investment grant	25,974	-	-	25,974
Reboot IT	6,556	658	-	7,214
Afghan Resettlement	-	77,929	-	77,929
	32,530	78,587	-	111,117
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)	-	-
	567,492	(535,284)	211,000	243,208
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
	124,216	(45,629)	-	78,587
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.