

Company registration number: 03867757

Charity registration number: 1079880

# Rushcliffe Community and Voluntary Service

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2021

Community Accounting Plus  
Units 1 & 2 North West  
41 Talbot Street  
Nottingham  
NG1 5GL

# **Rushcliffe Community and Voluntary Service**

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## **Rushcliffe Community and Voluntary Service**

### **Reference and Administrative Details**

<b>Trustees</b>	Garry Bryant
	Paul Childs
	Philip Gronow
	Jane Hawthorn
	Richard McCallum
	Michael Shorten
	John Gray
	Stephen James
<b>Secretary</b>	Carolyn Perry
<b>Senior Management Team</b>	Chief Executive Officer, Carolyn Perry
<b>Principal Office</b>	Cotgrave Hub
	Rivermead
	Cotgrave
	Nottingham
	NG12 3UQ
<b>Company Registration Number</b>	03867757
<b>Charity Registration Number</b>	1079880
<b>Independent Examiner</b>	John O'Brien, employee of Community Accounting Plus Units 1 & 2 North West 41 Talbot Street Nottingham NG1 5GL

# **Rushcliffe Community and Voluntary Service**

## **Trustees' Report**

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2021.

### **Trustees**

Garry Bryant

Paul Childs

Philip Gronow

Jane Hawthorn

Richard McCallum

Michael Shorten

John Gray

Stephen James

### **Structure, governance and management**

#### ***Nature of governing document***

The charity is a company limited by guarantee and registered charity. It is operated under the rules of its memorandum and articles of association adopted 28 October 1999 and most recently amended 22 October 2009. It has no share capital and the liability of each member in the event of winding-up is limited to £1.

#### ***Recruitment and appointment of trustees***

The procedures to be observed are contained in the RCVS Memorandum and Articles of Association adopted on 22nd October 2009.

At each AGM one-third of trustees retire from office. The trustees retiring are decided according to length of service. The AGM elects trustees and honorary officers by vote through a show of hands or by proxy vote. Each member has one vote.

Trustees may be elected at the AGM:

- If recommended for re-election by the trustees;
- If nominated by a member of RCVS not less than 14 nor more than 35 clear days before the date of the meeting.

Trustees may appoint a person who is willing to act as a trustee but they must retire at the next AGM. The number of trustees will be not less than 6 and not more than 15. At RCVS the Board of Trustees is referred to as the Management Committee.

# **Rushcliffe Community and Voluntary Service**

## **Trustees' Report**

### **Chair's Report**

The full initial impact of the Covid-19 pandemic has been felt throughout 2020-21 and the issues are ongoing.

The pandemic has realised the increasing importance of volunteering in our communities both in individual and local responses and through our organisation - Rushcliffe Community and Voluntary Services. It is important that this opportunity to engender a greater role in society by volunteering is not forgotten or lost.

In particular RCVS has been actively involved in the promotion of the health and the relief of stress with individuals within our local communities. Even though face-to-face contacts have been curtailed due to the various restrictions and regulations we have been active with continuing the prescription and shopping pick-up service and a telephone befriending service across South Nottinghamshire. The latter service has strong links with NHS Social Prescribing. The emphasis on mental health issues is something that we are aware of and are pleased that we are contributing to the maintenance of good mental health during these very stressful times, especially in the isolated and vulnerable community.

We are re-enforcing our role as the only Community and Voluntary service in South Nottinghamshire. During the year we worked with Broxtowe Borough Council to take on the management of the volunteer co-ordination functions previously run by Voluntary Action Broxtowe. Also we continue to provide a voluntary transport scheme in Gedling and Rushcliffe Boroughs.

Importantly we are working closely with partner organisation and are very active with the developing Integrated Care Partnership involving both the NHS and local authorities. This ensures that the role of volunteering has a continuing impact on the broader health and well-being work.

All of this would not be possible without the dedication and tireless efforts of our staff who have continued to work under safe and remote conditions in often difficult circumstances. On behalf of the Trustees we are extremely grateful to them and more importantly as are our clients and service users.

I am also indebted to my fellow Trustees, we have continued to meet virtually throughout the year to ensure we undertook both our strategic and monitoring roles to support the changing environment throughout 2020-21.

The future is still very unclear and we accept that there will be difficulty in developing a sustainable basis to continue or purpose to the benefit of the community. However, we will strive to achieve a strong voice and role for volunteering either through supporting people into volunteering opportunities or providing services for the direct benefit of individuals within our communities.

Richard McCallum  
Chair, Rushcliffe Community and Voluntary Service

### **Objectives and activities**

#### ***Objects and aims***

The objects of the company shall be to promote any charitable purpose for the benefit of the community principally, but not exclusively for the local government district of Rushcliffe and in particular, the advancement of education, the protection of health and the relief of poverty, distress and sickness: and in the furtherance of said purpose, but not otherwise to promote and organise co-operation in the achievement of same and to that end to bring together representatives of the voluntary organisations and statutory authorities within the area of benefit.

Rushcliffe Community and Voluntary Service provides advice, information and support to voluntary and community organisations across the Borough of Rushcliffe and delivers a range of health and social welfare services. We work closely with partner organisations across all sectors.

# **Rushcliffe Community and Voluntary Service**

## **Trustees' Report**

### **Achievements and performance, including public benefit**

RCVS's activities benefit voluntary sector organisations, individuals and the interaction between the statutory sector and the voluntary and community sector in the South of Nottinghamshire.

The Board of Trustees have considered public benefit and concluded that:

1. The aims of the organisation continue to be charitable;
2. The aims and the services delivered give identifiable benefits to the charitable sector and both indirectly and directly to individuals in need;
3. The benefits are for the public, are not unreasonably restricted in any way and not by ability to pay;
4. There is no detriment or harm arising from the aims or activities.

As a local development and support organisation Rushcliffe Community & Voluntary Service (RCVS) provides services to local voluntary organisations, community groups, charities, faith groups, and others who wish to promote, support or engage in local voluntary action. These services enable organisations and individuals to deliver better services to members of the public who live or work in Rushcliffe.

We achieve this by:

- Providing information and advice to voluntary and community groups on all issues relating to good practice in volunteer management, including recruitment, training and supporting volunteers, advise on policy when involving volunteers;
- Helping people find voluntary work to suit their interests and skills, acting as a broker between those that want to volunteer and organisations that need them;
- Signpost organisations to funding information, training, legal structures and governance, and most other issues relating to the community and voluntary sector;
- Supporting older people to access services and support through our older people's projects.

During the year RCVS has remained committed to delivering much needed services to local residents, and voluntary and community groups and organisations. RCVS led the operation to help some of the most vulnerable people during the coronavirus pandemic.

As a response to the Covid-19 pandemic and the resulting lockdowns, we established our Covid Response Service in March 2020, responding to the needs of vulnerable and isolated people adversely impacted by Covid-19. We supported over 800 residents with shopping, prescription collection and a regular friendly phone call, as well as telephone befriending. Almost 200 volunteers supported these activities.

Working closely with the NHS and Broxtowe, Gedling & Rushcliffe Borough Councils we expanded our telephone befriending service across South Nottinghamshire. During the year we supported 139 people, with our volunteers making 3,331 calls. This was especially important with mental health and providing communication to relieve some of the isolation imposed by the regulations and restrictions.

Our Community Transport Scheme provided transport to essential medical appointments, and supported the county wide Vaccination Programme across Nottinghamshire, taking 59 patients to vaccination centres to obtain both their vaccinations, also we supported the recruitment of volunteers assisting at the Vaccination Centres.

Like most organisations many of our volunteers are older and vulnerable to the virus and, due to shielding, were unable to be active volunteers during the year. We kept in touch with all our volunteers, providing updates about service provision and how this is affected by Covid-19 at significant times of change. Additionally we maintained contact with our clients, existing and new, to let them know about changes to our services and how our service provision changed.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

# **Rushcliffe Community and Voluntary Service**

## **Trustees' Report**

### **Financial review**

The emergence of Covid-19 had a significant impact on the finances of RCVS. Revenue from income earning operations was severely reduced as the paid-for services had to be suspended for most of the year. Fortunately, full grant aid continued to be received as usual, regardless of the status of individual projects and that enabled all salaried staff to be retained on normal hours. Some staff were redeployed to launch and run new services to support residents through lockdown and beyond. Additional grants were received offsetting other income losses. The furlough scheme was used to pay the Handy Housekeepers through the initial lockdown period with most returning to normal work during the year. The end result was a surplus of about £14,000 for the year which is much better than initially expected.

### ***Policy on reserves***

The Trustees have agreed that adequate reserves should be maintained to cover potential closure (redundancy) costs, project contingencies, general variations in income generation and cash flow; this amounts to £108,000. The remaining unrestricted reserves will be used to support the charity's post COVID recovery plan (outlined in the next section). The objectives are to extend the charity's reach, re-establish and expand existing services and develop new services to meet community needs. Total unrestricted free reserves are £227,829.

### **Plans for Future Periods**

Special Covid grants protected the charity's income in 2020/21. Those grants have now come to an end but it will take some time to restore earned income to former levels. Fortunately, the balance sheet is strong with significant unrestricted reserves. Some grants, which were at the end of a three-year funding cycle, have now been extended to the end of the current financial year, avoiding an immediate funding shortfall. A modest deficit is expected in the current financial year but well within reserves capacity. In the short term it is more important to build capacity to grow charitable benefit and income than to balance income and expenditure. There is a clear financial plan for the deployment of reserves over the next two years and a plan to achieve financial stability beyond that is underway.

# **Rushcliffe Community and Voluntary Service**

## **Trustees' Report**

### **Statement of Trustees' Responsibilities**

The trustees (who are also the directors of Rushcliffe Community and Voluntary Service for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees 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 its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

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

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

### **Small companies provision statement**

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on 9/9/2021..... and signed on its behalf by:



Richard McCallum  
Trustee



## **Rushcliffe Community and Voluntary Service**

### **Independent Examiner's Report to the trustees of Rushcliffe Community and Voluntary Service**

#### **Independent examiner's report to the trustees of Rushcliffe Community and Voluntary Service ('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**

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 that in any material respect:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not 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.



John O'Brien MSc, FCCA, FCIE, employee of Community Accounting Plus  
Fellow of the Association of Charity Independent Examiners

Units 1 & 2 North West  
41 Talbot Street  
Nottingham  
NG1 5GL

Date: 21/10/2021

## Rushcliffe Community and Voluntary Service

### Statement of Financial Activities for the Year Ended 31 March 2021 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
<b>Income and Endowments from:</b>					
Donations and legacies	2	106,966	-	106,966	62,481
Charitable activities	3	38,236	42,797	81,033	127,859
Investment income	5	566	-	566	2,259
Total Income		<u>145,768</u>	<u>42,797</u>	<u>188,565</u>	<u>192,599</u>
<b>Expenditure on:</b>					
Charitable activities	6	<u>(118,194)</u>	<u>(56,214)</u>	<u>(174,408)</u>	<u>(162,167)</u>
Total Expenditure		<u>(118,194)</u>	<u>(56,214)</u>	<u>(174,408)</u>	<u>(162,167)</u>
Net income/(expenditure)		<u>27,574</u>	<u>(13,417)</u>	<u>14,157</u>	<u>30,432</u>
Net movement in funds		27,574	(13,417)	14,157	30,432
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>202,453</u>	<u>22,320</u>	<u>224,773</u>	<u>194,341</u>
Total funds carried forward	17	<u><u>230,027</u></u>	<u><u>8,903</u></u>	<u><u>238,930</u></u>	<u><u>224,773</u></u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for the period is shown in note 17.

## Rushcliffe Community and Voluntary Service

### Statement of Financial Activities for the Year Ended 31 March 2021 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

These are the figures for the **previous accounting period** and are included for comparative purposes

	Note	Unrestricted funds £	Restricted funds £	Total 2020 £
<b>Income and Endowments from:</b>				
Donations and legacies	2	62,481	-	62,481
Charitable activities	3	37,071	90,788	127,859
Investment income	5	2,259	-	2,259
Total Income		<u>101,811</u>	<u>90,788</u>	<u>192,599</u>
<b>Expenditure on:</b>				
Charitable activities	6	<u>(65,717)</u>	<u>(96,450)</u>	<u>(162,167)</u>
Total Expenditure		<u>(65,717)</u>	<u>(96,450)</u>	<u>(162,167)</u>
Net income/(expenditure)		36,094	(5,662)	30,432
Transfers between funds		<u>(5,651)</u>	<u>5,651</u>	-
Net movement in funds		30,443	(11)	30,432
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>172,010</u>	<u>22,331</u>	<u>194,341</u>
Total funds carried forward	17	<u><u>202,453</u></u>	<u><u>22,320</u></u>	<u><u>224,773</u></u>

# Rushcliffe Community and Voluntary Service

**(Registration number: 03867757)**  
**Balance Sheet as at 31 March 2021**

	Note	2021 £	2020 £
<b>Fixed assets</b>			
Tangible assets	12	2,198	3,549
<b>Current assets</b>			
Debtors	13	5,372	7,615
Cash at bank and in hand		<u>276,822</u>	<u>262,184</u>
		282,194	269,799
<b>Creditors: Amounts falling due within one year</b>	14	<u>(45,462)</u>	<u>(48,575)</u>
<b>Net current assets</b>		<u>236,732</u>	<u>221,224</u>
<b>Net assets</b>		<u><u>238,930</u></u>	<u><u>224,773</u></u>
<b>Funds of the charity:</b>			
<b>Restricted income funds</b>			
Restricted funds		8,903	22,320
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>230,027</u>	<u>202,453</u>
<b>Total funds</b>	17	<u><u>238,930</u></u>	<u><u>224,773</u></u>

For the financial year ending 31 March 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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

The financial statements on pages 8 to 20 were approved by the trustees, and authorised for issue on ..9/9/2021... and signed on their behalf by:



Michael Shorten  
Trustee

# **Rushcliffe Community and Voluntary Service**

## **Notes to the Financial Statements for the Year Ended 31 March 2021**

### **1 Accounting policies**

#### **Summary of significant accounting policies and key accounting estimates**

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

#### **Statement of compliance**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

#### **Basis of preparation**

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

#### **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 related to events or conditions that may cast significant 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.

#### **Exemption from preparing a cash flow statement**

The charity opted to adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

#### **Income and endowments**

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

#### ***Grants receivable***

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

#### ***Deferred income***

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

## **Rushcliffe Community and Voluntary Service**

### **Notes to the Financial Statements for the Year Ended 31 March 2021**

#### ***Gift aid***

Incoming resources from tax reclaims are included in the Statement of Financial Activities at the same time as the gift to which they relate.

#### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

#### ***Charitable activities***

Charitable expenditure comprises those costs incurred by the charity 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.

#### **Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

#### **Tangible fixed assets**

Individual fixed assets costing £500.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

#### **Depreciation and amortisation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

<b>Asset class</b>	<b>Depreciation method and rate</b>
General equipment	25.0% straight line
IT equipment	33.3% straight line

#### **Trade debtors**

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

## **Rushcliffe Community and Voluntary Service**

### **Notes to the Financial Statements for the Year Ended 31 March 2021**

#### **Cash and cash equivalents**

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

#### **Trade creditors**

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

#### **Fund structure**

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Restricted income funds are those grants for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

#### **Pensions and other post retirement obligations**

The charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity. Pension costs charges in the Statement of Financial Activities represent the contributions payable by the charity during the year.

## Rushcliffe Community and Voluntary Service

### Notes to the Financial Statements for the Year Ended 31 March 2021

#### 2 Income from donations and legacies

	Unrestricted General funds £	Total 2021 £	Total 2020 £
Grants, including capital grants;			
Government grants	40,260	40,260	26,796
Grants from companies	64,072	64,072	35,683
Other income from donations and legacies	2,634	2,634	2
	<u>106,966</u>	<u>106,966</u>	<u>62,481</u>

#### 3 Income from charitable activities

	Unrestricted General funds £	Restricted funds £	Total 2021 £	Total 2020 £
Grants	-	42,716	42,716	90,788
Sales & fees	20,368	81	20,449	34,692
Sundry receipts	36	-	36	2,379
Covid shopping reimbursements	17,832	-	17,832	-
	<u>38,236</u>	<u>42,797</u>	<u>81,033</u>	<u>127,859</u>

#### 4 Grants & donations

	General funds £	Restricted funds £	Total £
Notts County Council	14,000	39,620	53,620
Bassetlaw CVS	18,314	2,000	20,314
Ashfield Voluntary Action	7,575	-	7,575
Prison Advice and Care Trust	35,683	-	35,683
Rushcliffe Borough Council	15,000	-	15,000
Broxtowe Borough Council	4,000	-	4,000
HMRC	2,760	-	2,760
One Family Foundation	2,500	-	2,500
Gedling Borough Council	2,000	-	2,000
NHS Nottm & Notts CCG	1,500	-	1,500
Cotgrave Town Council	1,000	-	1,000
Sundry grants & donations	2,634	1,096	3,730
	<u>106,966</u>	<u>42,716</u>	<u>149,682</u>



## Rushcliffe Community and Voluntary Service

### Notes to the Financial Statements for the Year Ended 31 March 2021

#### 5 Investment income

	Unrestricted General funds £	Total 2021 £	Total 2020 £
Interest receivable and similar income;			
Interest receivable on bank deposits	566	566	2,259

#### 6 Expenditure on charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2021 £	Total 2020 £
Equipment, repairs & renewals	4,835	2,539	7,374	5,667
Insurance	1,912	-	1,912	1,942
Marketing & promotions	1,960	120	2,080	714
Postage	337	5	342	1,405
Printing & photocopying	221	-	221	315
Professional fees	2,545	-	2,545	2,909
Publications & subscriptions	312	-	312	296
Recruitment	30	-	30	642
Rent & premises maintenance	8,486	-	8,486	8,004
Room hire & events	-	-	-	288
Salaries, NIC & pensions	97,356	28,990	126,346	129,101
Staff expenses	161	134	295	1,036
Staff training	130	-	130	35
Stationery & office supplies	631	-	631	1,336
Tea bar supplies	85	-	85	1,754
Telephone	2,399	-	2,399	1,607
Volunteer expenses	248	-	248	2,026
Management & office costs	(24,426)	24,426	-	-
Depreciation	1,986	-	1,986	2,624
Sundry expenditure	-	-	-	18
Bank charges	819	-	819	432
Bad debts	-	-	-	16
Covid shopping expenses	18,167	-	18,167	-
	<u>118,194</u>	<u>56,214</u>	<u>174,408</u>	<u>162,167</u>

## Rushcliffe Community and Voluntary Service

### Notes to the Financial Statements for the Year Ended 31 March 2021

#### 7 Net incoming/outgoing resources

Net incoming resources for the year include:

	2021 £	2020 £
Depreciation of fixed assets	<u>1,986</u>	<u>2,624</u>

#### 8 Trustees remuneration and expenses

During the period, two Trustees were volunteer drivers who, in common with all volunteer drivers, receive mileage expenses at 45p per mile.

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

#### 9 Staff costs

The aggregate payroll costs were as follows:

	2021 £	2020 £
<b>Staff costs during the year were:</b>		
Wages and salaries	120,520	122,462
Social security costs	2,442	2,861
Pension costs	<u>3,384</u>	<u>3,778</u>
	<u>126,346</u>	<u>129,101</u>

The monthly average number of persons (including senior management team) employed by the charity during the year was as follows:

	2021 No	2020 No
Average number of employees	<u>15</u>	<u>13</u>

3 (2020 - 3) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £3,384 (2020 - £3,778).

During the year, the charity made redundancy and/or termination payments which totalled £Nil (2020 - £994).

No employee received emoluments of more than £60,000 during the year.

The total employee benefits of the key management personnel of the charity were £29,034 (2020 - £29,056).

## Rushcliffe Community and Voluntary Service

### Notes to the Financial Statements for the Year Ended 31 March 2021

#### 10 Fees payable to independent examiner

During the period, the fees payable (excluding VAT) to the charity's independent examiner Community Accounting Plus are analysed as follows:

	2021 £	2020 £
Independent examination	800	800
Other financial services	80	605
	<u>880</u>	<u>1,405</u>

#### 11 Taxation

The charity is a registered charity and is therefore exempt from taxation.

#### 12 Tangible fixed assets

	General equipment £	IT equipment £	Total £
<b>Cost</b>			
At 1 April 2020	2,675	6,704	9,379
Additions	<u>-</u>	<u>636</u>	<u>636</u>
At 31 March 2021	<u>2,675</u>	<u>7,340</u>	<u>10,015</u>
<b>Depreciation</b>			
At 1 April 2020	1,896	3,935	5,831
Charge for the year	<u>389</u>	<u>1,597</u>	<u>1,986</u>
At 31 March 2021	<u>2,285</u>	<u>5,532</u>	<u>7,817</u>
<b>Net book value</b>			
At 31 March 2021	<u>390</u>	<u>1,808</u>	<u>2,198</u>
At 31 March 2020	<u>779</u>	<u>2,769</u>	<u>3,548</u>

## Rushcliffe Community and Voluntary Service

### Notes to the Financial Statements for the Year Ended 31 March 2021

#### 13 Debtors

	2021 £	2020 £
Trade debtors	3,453	4,696
Prepayments	1,919	2,919
	<u>5,372</u>	<u>7,615</u>

#### 14 Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	11	608
Other creditors	30,062	33,719
Accruals	1,267	1,299
Deferred income	14,122	12,949
	<u>45,462</u>	<u>48,575</u>

#### 15 Charity status

The charity is a company limited by guarantee and consequently does not have share capital. Each member is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

#### 16 Commitments

##### Capital commitments

The premises lease for Cotgrave Hub started on 30th November 2018 and is for 5 years at £6,000 per annum. There is a 3 month break clause within the lease.

The total amount contracted for but not provided in the financial statements was £Nil (2020 - £Nil).

## Rushcliffe Community and Voluntary Service

### Notes to the Financial Statements for the Year Ended 31 March 2021

#### 17 Funds

	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Balance at 31 March 2021 £
<b>Unrestricted funds</b>				
<i>General</i>				
General	202,453	145,768	(118,194)	230,027
<b>Restricted funds</b>				
Voluntary Transport scheme (VTS)	10,225	32,297	(32,217)	10,305
Access to Volunteering	12,095	10,500	(23,997)	(1,402)
<b>Total restricted funds</b>	<u>22,320</u>	<u>42,797</u>	<u>(56,214)</u>	<u>8,903</u>
<b>Total funds</b>	<u><u>224,773</u></u>	<u><u>188,565</u></u>	<u><u>(174,408)</u></u>	<u><u>238,930</u></u>

The specific purposes for which the funds are to be applied are as follows:

The Voluntary Transport Scheme provides a responsive, accessible and flexible service to enable people to live independently, participate in their community and to access social activities, health appointments, shopping, education and other services.

The Access to Volunteering project will support volunteers with learning disabilities to access suitable volunteer opportunities. Although this is showing a negative balance at the year-end, the fund is ongoing and further funding will be received in the next financial year.

The Rushcliffe Befriends project receives funding from The National Lottery Community Fund and the project supports Rushcliffe residents who are isolated, lack confidence and find it difficult to get out and about by matching them with a carefully chosen volunteer befriender, also aged 50+ and living in Rushcliffe. A befriender visits a person in their home, provides company and supports them to participate in activities of their choice until they can continue independently. The project aims to help tackle loneliness and to improve confidence and well-being through providing company, conversation and information.

## Rushcliffe Community and Voluntary Service

### Notes to the Financial Statements for the Year Ended 31 March 2021

	Balance at 1 April 2019 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2020 £
<b>Unrestricted funds</b>					
<i>General</i>					
General	172,010	101,811	(65,717)	(5,651)	202,453
<b>Restricted funds</b>					
Voluntary Transport scheme (VTS)	10,542	35,234	(41,551)	6,000	10,225
Access to Volunteering	7,875	27,875	(23,655)	-	12,095
Rushcliffe Befriends	3,914	27,679	(31,244)	(349)	-
<b>Total restricted funds</b>	<u>22,331</u>	<u>90,788</u>	<u>(96,450)</u>	<u>5,651</u>	<u>22,320</u>
<b>Total funds</b>	<u>194,341</u>	<u>192,599</u>	<u>(162,167)</u>	<u>-</u>	<u>224,773</u>

#### 18 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	2021 Total funds
	General £	£	£
Tangible fixed assets	2,198	-	2,198
Current assets	259,169	23,025	282,194
Current liabilities	<u>(31,340)</u>	<u>(14,122)</u>	<u>(45,462)</u>
Total net assets	<u>230,027</u>	<u>8,903</u>	<u>238,930</u>
	Unrestricted funds	Restricted funds	2020 Total funds
	General £	£	£
Tangible fixed assets	3,549	-	3,549
Current assets	225,969	43,830	269,799
Current liabilities	<u>(27,065)</u>	<u>(21,510)</u>	<u>(48,575)</u>
Total net assets	<u>202,453</u>	<u>22,320</u>	<u>224,773</u>

#### 19 Related party transactions

There were no related party transactions in the year.