

REGISTERED COMPANY NUMBER: 03897969 (England and Wales)  
REGISTERED CHARITY NUMBER: 1080042

**Report of the Trustees and  
Financial Statements for the Year Ended 31st March 2021  
for  
Droitwich Spa and Rural Council for  
Voluntary Service**

The Richards Sandy Partnership  
Thorneloe House  
25 Barbourne Road  
Worcester  
Worcestershire  
WR1 1RU

**Droitwich Spa and Rural Council for  
Voluntary Service**

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for the Year Ended 31st March 2021**

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**Droitwich Spa and Rural Council for  
Voluntary Service**

**Report of the Trustees  
for the Year Ended 31st 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 31st 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).

The charity is a constituted as a company limited by guarantee which is governed by its Memorandum and Articles of Association adopted on 21st December 1999.

## **OBJECTIVES AND ACTIVITIES**

### **Objectives and aims**

The principle activities of the company in the year under review were promoting any charitable purposes for the benefit of the community in the Droitwich area and, in particular, the advancement of education, of health and the relief of poverty, distress and sickness; and to promote and organise co-operation in the achievement of the above purposes and to that end bring together Council representatives of the statutory bodies and voluntary organisations engaged in the furtherance of the above purposes within the Droitwich area.

## **ACHIEVEMENT AND PERFORMANCE**

The Chair of Trustees Lynda Gillespie reported that the main objective of the Trustees for the year has been to ensure the financial stability and sustainability of the Charity. The Trustees would like to acknowledge the hard work of the Chief Officer, staff and volunteers in becoming a hub for Droitwich's response to the Covid 19 pandemic.

2020/21 financial year started two weeks into the first national Covid 19 Lockdown. We faced challenges and unprecedented changes at a fast pace that would last all year. The lockdowns and numerous restrictions resulted in minimal income from our normal services. The Chief Officer was successful in obtaining grants enabling continuance of the charity throughout the year. Droitwich CVS have remained active supporting our community throughout this financial year and the ongoing pandemic.

### **Covid 19 Community Response**

As the first lockdown commenced 8400 leaflets were delivered by the staff and volunteers to residents offering support and practical help. The response was overwhelming with an unprecedented number of phone calls from residents asking for immediate help. Reacting to the challenges and facing constantly evolving demands with the help of new volunteers we were successful in meeting many of these needs including:-

- 4260 prescription deliveries
- 2400 food parcels donated and delivered in partnership with Droitwich Rugby club
- Fresh food bags sent out to vulnerable residents
- 697 befriending telephone calls
- 764 dog walks completed by our volunteers
- 700 wellbeing bags donated to residents, local organisations and businesses
- Establishing a database of local shops/farms offering home delivery services

As most other support organisations closed during the first lockdown, demand for our services grew in both volume and diversity. To meet this demand our only source of income came from various emergency Covid 19 grants and local donations. These included a combination of grants to cover operational overheads and deliver community support initiatives. We would like to thank all the organisations supporting our work by awarding us various grants and individuals who recognised the value of our work making personal donations.

Various levels of restrictions remained in place during the year, largely enforcing social distancing and the Stay at Home rules, meaning we were unable to resume our usual levels of business activities.

Towards the end of the financial year as restrictions eased, our focus changed from emergency pandemic responses to covid recovery work within the community including:-

- Transport to vaccination clinics.
- Opening Census 2021 support centres at The Old Library and Westlands Community Centre.
- Laptop and I.T donation scheme resulting in 170 local school children receiving a device.
- Re-engagement with community services as they have re-opened.
- Assisting residents to access fuel poverty vouchers.

**Droitwich Spa and Rural Council for  
Voluntary Service**

**Report of the Trustees  
for the Year Ended 31st March 2021**

**Covid 19 Community Response** (continued)

All staff have completed a variety of online training courses this year including Mental Health First Aid, Safeguarding, Prevent, Designated Safeguarding Lead, Gambling Related Harm, Health and Safety IOSH, Lone Working Awareness, Food Allergies and Hygiene.

We were still able to run some of our services which included:

**Moving Forward project**

Our office based in Westlands community centre had to close for a large proportion of the year, but we were able to support their residents from The Old Library centre. We remained available and liaised with other support organisations. The project has been able to re-open, so plans are in place to develop the services and work with our partners on community initiatives.

**Educational courses**

We were successful in securing another contract with Worcestershire County Council to deliver more courses. These included Maths, English, Digital Skills, Job-seeking Support and confidence building. Whilst we had the option to deliver these courses online during the pandemic, we made the decision to pause them until we could deliver face to face again. Some of them re-commenced in January 2021 and we are developing further courses to support residents with their health and well-being.

**Transport**

With our regular volunteer drivers and clients all having to shield at the start of the financial year, there was very little demand on our community transport service. We were able to take residents for medical and hospital appointments with the assistance of new volunteers. Our vehicles were used by the volunteers to deliver prescriptions during the early part of the pandemic and after being fitted with Perspex safety screens we were able to carry out more journeys. Whilst numbers are still lower than normal, these are gradually increasing and we are committed to continuing with this vital service.

Although there is still a lot of uncertainty surrounding Covid 19, we are hopeful that the forthcoming easing of restrictions planned for April and May will help us develop services for the next financial year. These will include both our pre-covid activities and covid recovery work building stronger community engagement and resilience. We want to take the positives from this year, continue to develop the new skills and build on the relationships the staff and volunteers have established.

**FINANCIAL REVIEW**

**Financial position**

The results for the year and the financial position of the charity are as shown in the annexed financial statements.

The charity's activities have been financed by grants and donations and the retained operating surplus amounted to £138,514 (2020: £88,645).

This financial year commenced during the first Covid-19 lockdown and various emergency grants were available for charities to undertake Covid-19 community support activities. Droitwich CVS were successful in receiving numerous grants and donations. These were one off income revenue sources which will not be repeated in the next financial year. The Trustee Report on page 1 details the Covid 19 community activities that Droitwich CVS undertook throughout the year.

The majority of this income was received during the early part of the financial year when the restrictions and vulnerability of our community was greatest. As the year progressed the activities for immediate Covid 19 support developed in line with changing restrictions.

Our usual income generating activities did not take place during this financial year due to the restrictions and was replaced by the grants and donations.

**Droitwich Spa and Rural Council for  
Voluntary Service**

**Report of the Trustees  
for the Year Ended 31st March 2021**

**FINANCIAL REVIEW**

**Reserves policy**

The unrestricted general reserve at 31st March 2021 was £220,213, of which £162,787 is designated. This designated funds are held for the future funding of the charity and to cover staff and redundancy expenses in the event of the charity winding up.

The trustees' policy is to ensure that there are sufficient unrestricted reserves to finance general expenditure for the next 6 months.

A designated fund of £110,000 from the surplus income has been set up to be used to support the charity during the following year. It is anticipated there will be a slow return to usual operating activities as restrictions ease in line with the government's roadmap plans for recovery. Covid restrictions and rule of 6 remain in place and continue to curtail our usual income generating services.

**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.

In accordance with Section 60(1)(a) of the Companies Act 2006, the company is exempt from the requirements of that Act to include 'Limited' as part of its name. The charity is registered with the Charity Commissioners. The company registration number is 03897969 and the charity registration number is 1080042.

As the charitable company is limited by guarantee, no trustee has any interest in the share capital of the company.

**Recruitment and appointment of new trustees**

Trustees are appointed at the Annual General Meeting to ensure that the Board represents a cross section of the community and individuals with relevant professional backgrounds.

Trustees are recruited from individuals/organisations who are associate members. An assessment of member skills is undertaken annually to determine any gaps in skills which would assist the Board to function more effectively.

New Board members are provided with copies of the most recent annual report and accounts, a role description of the responsibilities of a trustee, a copy of the Memorandum and Articles of Association, copies of recent minutes of meetings and a copy of the Charity Commission publication, "Responsibilities of Charity Trustees". New trustees also have an induction session with the Chief Officer.

New trustees are asked to consider any potential conflict of interest and these are recorded as appropriate.

The trustees are responsible for financial controls and accounts; for developing and overseeing a reserves policy; for ensuring that all procedures and policies adhere to their legal requirements as employers; for reviewing risk management of the organisation; to ensure all aspects of charity and company law are fully and properly adhered to and to generally protect the charity's property. The trustees have complied with their duty in Section 17(5) of the 2011 Charities Act to have due regard to guidance published by the Charity Commission on public benefit.

The directors are responsible for agreeing the annual report and accounts, as well as reviewing the activity during the year against the annual year plan. The Chief Officer has delegated authority, under terms approved by the Board, for all day to day activity including financial, employment and staff supervision, but has to present a report at each meeting of the Board.

**Related parties**

During the year, two trustees made donations to the charity. £200 was donated as a general donation, and a further £75 was donated in relation to Covid-19.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

03897969 (England and Wales)

**Registered Charity number**

1080042

**Droitwich Spa and Rural Council for  
Voluntary Service**

**Report of the Trustees  
for the Year Ended 31st March 2021**

**Registered office**

The Old Library Centre  
65 Ombersley Street East  
Droitwich Spa  
Worcestershire  
WR9 8QS

**Trustees**

Mrs Lynda Gillespie  
Mr Hedley Burton  
Mr Eric Bowden  
Mrs Sally Ann Ellison MBE  
Mr David Jonathan Morris (appointed 16.9.20)  
Mrs Ann Sowton (appointed 16.9.20)

**Independent Examiner**

The Richards Sandy Partnership  
Thorneloe House  
25 Barbourne Road  
Worcester  
Worcestershire  
WR1 1RU

**Bankers**

CAF Bank Limited  
25 Kings Hill Avenue  
West Malling  
Kent  
ME19 4JQ

Approved by order of the board of trustees on Aug 26 2021 and signed on its behalf by:

Lynda Gillespie

Mrs Lynda Gillespie - Trustee

**Independent Examiner's Report to the Trustees of  
Droitwich Spa and Rural Council for  
Voluntary Service**

**Independent examiner's report to the trustees of Droitwich Spa and Rural Council for Voluntary Service ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31st 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 FCA CTA FCCA 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.

  
Robert Richards  
FCA CTA FCCA  
The Richards Sandy Partnership  
Thorneloe House  
25 Barbourne Road  
Worcester  
Worcestershire  
WR1 1RU

Date: 31 October 2021

**Droitwich Spa and Rural Council for  
Voluntary Service**

**Statement of Financial Activities  
(Incorporating an Income and Expenditure Account)  
for the Year Ended 31st March 2021**

		Unrestricted funds	Restricted funds	2021 Total funds	2020 Total funds as restated
	Notes	£	£	£	£
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	95,346	364	95,710	15,315
<b>Charitable activities</b>	5				
Transport		18,540	350	18,890	57,550
Education		9,000	-	9,000	56,294
Core		19,939	-	19,939	22,664
Projects		13,025	195,213	208,238	145,914
Other trading activities	3	78	-	78	1,080
Investment income	4	145	-	145	413
Other income		-	-	-	400
<b>Total</b>		<b>156,073</b>	<b>195,927</b>	<b>352,000</b>	<b>299,630</b>
<b>EXPENDITURE ON</b>					
Raising funds		935	3,137	4,072	2,532
<b>Charitable activities</b>	6				
Transport		3,619	17,054	20,673	53,949
Education		1,285	900	2,185	54,786
Core		4,643	13,399	18,042	47,764
Projects		19,043	149,471	168,514	51,954
<b>Total</b>		<b>29,525</b>	<b>183,961</b>	<b>213,486</b>	<b>210,985</b>
<b>NET INCOME</b>		<b>126,548</b>	<b>11,966</b>	<b>138,514</b>	<b>88,645</b>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>					
As previously reported		51,334	380,941	432,275	343,630
Prior year adjustment	12	42,331	(42,331)	-	-
<b>As restated</b>		<b>93,665</b>	<b>338,610</b>	<b>432,275</b>	<b>343,630</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>220,213</b>	<b>350,576</b>	<b>570,789</b>	<b>432,275</b>

The notes form part of these financial statements



**Droitwich Spa and Rural Council for  
Voluntary Service**

**Balance Sheet  
31st March 2021**

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds as restated £
<b>FIXED ASSETS</b>					
Tangible assets	13	6,163	237,298	243,461	260,548
<b>CURRENT ASSETS</b>					
Debtors	14	520	627	1,147	12,182
Cash at bank		220,218	113,011	333,229	172,572
		220,738	113,638	334,376	184,754
<b>CREDITORS</b>					
Amounts falling due within one year	15	(6,688)	(360)	(7,048)	(13,027)
<b>NET CURRENT ASSETS</b>		214,050	113,278	327,328	171,727
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		220,213	350,576	570,789	432,275
<b>NET ASSETS</b>		220,213	350,576	570,789	432,275
<b>FUNDS</b>	16				
Unrestricted funds				220,213	93,665
Restricted funds				350,576	338,610
<b>TOTAL FUNDS</b>				570,789	432,275

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

The members have not required the company to obtain an audit of its financial statements for the year ended 31st 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.

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 Aug 26 2021 and were signed on its behalf by:

  
Mrs Lynda Gillespie - Trustee

**Droitwich Spa and Rural Council for  
Voluntary Service**

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

**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 accounts are prepared in sterling, which is the functional currency. Monetary amounts in these financial statements are rounded to the nearest £.

**COMPANY STATUS**

The charity is a company limited by guarantee. The members of the company are the trustees named in the Report of the Trustees. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

**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.

Government grant income has been received by way of the Coronavirus Job Retention Scheme. This has been classed as grant income and has been recognised on a performance basis.

**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.

**RAISING FUNDS**

Raising funds includes all expenditure incurred by the charity to raise funds for its charitable purposes and includes costs of all fundraising activities, events and non-charitable trading.

**CHARITABLE ACTIVITIES**

Charitable activities costs include all costs of fulfilling the objectives of the charity.

**TANGIBLE FIXED ASSETS**

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

Leasehold	- 2% on cost
Plant and machinery	- 25% on cost
Motor vehicles	- 20% on cost

Assets costing less than £100 are not capitalised.

**TAXATION**

The charity is exempt from corporation tax on its charitable activities.

**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.

**Droitwich Spa and Rural Council for  
Voluntary Service**

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

**1. ACCOUNTING POLICIES - continued**

**FINANCIAL INSTRUMENTS**

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised when the charity becomes party to contractual provisions of the instrument.

Financial assets are offset, with the net amounts presented in the accounts where there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

**Basic Financial Assets**

Basic financial assets, which include trade and other receivables and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest.

**Basic Financial Liabilities**

Basic Financial Liabilities, including trade and other payables, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of future receipts, discounted at a market rate of interest. Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade payables are obligations to pay for goods or services that have been acquired in the ordinary course of the operations from suppliers. Accounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade payables are recognised initially at transaction cost.

**2. DONATIONS AND LEGACIES**

	2021	2020 as restated
	£	£
Donations	26,321	4,357
Grants	69,389	9,500
Donated services - Course costs	-	1,458
	<u>95,710</u>	<u>15,315</u>

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

	2021	2020 as restated
	£	£
Wychavon District Council	5,000	5,000
Droitwich Spa Town Council	3,000	3,000
Margaret Westwood Memorial Charity	-	1,500
Malvern Hills District Council	2,942	-
Voluntary & Community Sector Emergencies Grant/NAVCA	3,000	-
Good Things Foundation	6,531	-
Worcestershire Community Foundation	5,000	-
Western Power	500	-
The National Lottery	4,200	-
Government JRS Claim	5,297	-
Wychavon District Council - Coronavirus Business Rates Relief	19,669	-
Droitwich Spa Town Council - Covid Relief	1,250	-
Worcestershire County Council Public Health Food Distribution	5,000	-
Councillors Divisional Fund (R Morris)	2,000	-
Severn Trent	5,000	-
Police Crime Commissioner	1,000	-
	<u>69,389</u>	<u>9,500</u>

**Droitwich Spa and Rural Council for  
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**Notes to the Financial Statements - continued  
for the Year Ended 31st March 2021**

**3. OTHER TRADING ACTIVITIES**

	2021	2020 as restated
	£	£
Fundraising events	-	971
Office services	78	109
	<u>78</u>	<u>1,080</u>

**4. INVESTMENT INCOME**

	2021	2020 as restated
	£	£
Deposit account interest	145	413
	<u>145</u>	<u>413</u>

**5. INCOME FROM CHARITABLE ACTIVITIES**

		2021	2020 as restated
	Activity	£	£
Grants	Transport	14,515	27,949
Fares	Transport	4,375	29,601
Other training	Education	-	50
Education Fees	Education	9,000	56,244
Rents received	Core	19,939	22,664
Grants	Projects	195,213	130,594
Management Fees	Projects	13,025	15,320
		<u>256,067</u>	<u>282,422</u>

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

	2021	2020 as restated
	£	£
Wychavon District Council	8,000	5,800
Worcestershire County Council (Transport Subsidy Claim)	5,716	6,105
Worcestershire Community Transport Consortium	7,641	7,746
Bus Service Operators Grant	1,158	1,217
Worcestershire Community Transport Consortium - IT Equipment	-	1,381
Eveson Charitable Trust	-	8,500
Roger Douglas Trust	-	3,000
National Lottery Community Fund	58,512	124,794
Worcestershire Community Foundation	3,000	-
Western Power	1,500	-
The National Lottery	118,450	-
Westlands Forum & Platform Housing	3,751	-
Worcestershire County Council (Wellbeing Project R Morris)	2,000	-
	<u>209,728</u>	<u>158,543</u>

**Droitwich Spa and Rural Council for  
Voluntary Service**

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

**6. CHARITABLE ACTIVITIES COSTS**

	Direct Costs £	Support costs (see note 7) £	Totals £
Transport	20,592	81	20,673
Education	921	1,264	2,185
Core	6,927	11,115	18,042
Projects	32,088	136,426	168,514
	<u>60,528</u>	<u>148,886</u>	<u>209,414</u>

**7. SUPPORT COSTS**

	Management £	Finance £	Information technology £	Other £	Totals £
Transport	47	-	34	-	81
Education	161	-	83	1,020	1,264
Core	3,474	1,678	623	5,340	11,115
Projects	127,341	-	5,574	3,511	136,426
	<u>131,023</u>	<u>1,678</u>	<u>6,314</u>	<u>9,871</u>	<u>148,886</u>

Support costs, included in the above, are as follows:

	Transport £	Education £	Core £
Wages	-	123	1,928
Pensions	47	38	151
Professional services	-	-	1,395
Management Charges	-	-	-
Bank charges	-	-	58
Independent Examiner's fee	-	-	1,620
Telephone, internet & IT	34	83	623
Cleaning	-	-	93
Repairs	-	-	199
Light and heat	-	-	2,279
Travel and accommodation	-	31	-
Staff training	-	989	-
Insurances	-	-	2,160
Water rates	-	-	524
Subscriptions	-	-	85
	<u>81</u>	<u>1,264</u>	<u>11,115</u>
		<b>2021</b>	2020 as restated
	Projects £	Total activities £	Total activities £
Wages	113,159	115,210	116,018
Pensions	2,882	3,118	2,923
Professional services	-	1,395	1,423
Management Charges	11,300	11,300	14,429
Bank charges	-	58	60
Independent Examiner's fee	-	1,620	1,548
Telephone, internet & IT	5,574	6,314	5,736
Cleaning	-	93	376
Repairs	3,422	3,621	1,481
Carried forward	<u>136,337</u>	<u>142,729</u>	<u>143,994</u>

**Droitwich Spa and Rural Council for  
Voluntary Service**

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

**7. SUPPORT COSTS - continued**

		2021	2020 as restated
	Projects	Total activities	Total activities
	£	£	£
Brought forward	136,337	142,729	143,994
Light and heat	-	2,279	2,461
Travel and accommodation	89	120	486
Staff training	-	989	704
Insurances	-	2,160	2,318
Water rates	-	524	698
Subscriptions	-	85	85
	<u>136,426</u>	<u>148,886</u>	<u>150,746</u>

**8. NET INCOME/(EXPENDITURE)**

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

	2021	2020 as restated
	£	£
Depreciation - owned assets	20,258	22,075
Surplus on disposal of fixed assets	-	(400)
	<u>20,258</u>	<u>21,675</u>

**9. TRUSTEES' REMUNERATION AND BENEFITS**

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

**TRUSTEES' EXPENSES**

There were no trustees' expenses paid for the year ended 31st March 2021 nor for the year ended 31st March 2020.

**10. STAFF COSTS**

	2021	2020
	£	£
Wages and salaries	112,610	113,070
Social security costs	2,600	2,948
Other pension costs	3,118	2,923
	<u>118,328</u>	<u>118,941</u>

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

	2021	2020 as restated
Employees	<u>7</u>	<u>9</u>

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

**Droitwich Spa and Rural Council for  
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**Notes to the Financial Statements - continued  
for the Year Ended 31st March 2021**

**11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted funds	Restricted funds	Total funds as restated
	£	£	£
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	12,994	2,321	15,315
<b>Charitable activities</b>			
Transport	44,669	12,881	57,550
Education	56,294	-	56,294
Core	22,664	-	22,664
Projects	15,320	130,594	145,914
Other trading activities	1,080	-	1,080
Investment income	413	-	413
Other income	400	-	400
<b>Total</b>	<b>153,834</b>	<b>145,796</b>	<b>299,630</b>
<b>EXPENDITURE ON</b>			
Raising funds	2,243	289	2,532
<b>Charitable activities</b>			
Transport	41,147	12,802	53,949
Education	47,246	7,540	54,786
Core	47,764	-	47,764
Projects	54	51,900	51,954
<b>Total</b>	<b>138,454</b>	<b>72,531</b>	<b>210,985</b>
<b>NET INCOME</b>	<b>15,380</b>	<b>73,265</b>	<b>88,645</b>
<b>Transfers between funds</b>	<b>(899)</b>	<b>899</b>	<b>-</b>
<b>Net movement in funds</b>	<b>14,481</b>	<b>74,164</b>	<b>88,645</b>
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>	<b>79,184</b>	<b>264,446</b>	<b>343,630</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>93,665</b>	<b>338,610</b>	<b>432,275</b>

**12. PRIOR YEAR ADJUSTMENT**

From review of the Community Transport Restricted Fund it was identified that the fund balance was overstated as a result of inappropriate allocation of income to this fund over a number of years. This dates back to the March 2014 accounts when a brought forward balance of £35,235 from a designated Transport Fund was incorrectly treated as a Restricted Fund. In the subsequent years income and expenditure in relation to the Transport Activity was allocated to the Community Transport Restricted Fund however there were no restrictions imposed on a large part of this income.

The income and expenditure in this Fund has therefore been reviewed going back to 1 April 2013 and the relevant restricted income and corresponding expenditure has been identified, resulting in the following amendments to the comparative figures:

- The brought forward Community Transport Restricted Fund balance has been restated from £91,562 to £20,373 with the unrestricted general fund restated from £7,995 to £79,184;
- Restricted income in the Community Transport Fund has been reduced from £28,349 to £12,881, with the difference reallocated to the General Unrestricted Fund. The income of £12,881 was identified as grants received specifically for the purchase of a new vehicle and computer equipment.

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

**12. PRIOR YEAR ADJUSTMENT - continued**

- Restricted expenditure in the Community Transport Fund has been reduced from £53,949 to £12,802, with the difference reallocated to the General Unrestricted Fund.
- An additional funds transfer of £3,179 has been made from the Unrestricted General Fund to the Community Transport Fund to bring the total funds transfer to £4,250. This transfer covers the difference between the grants received specifically for the new vehicle purchase and the vehicle cost.

**13. TANGIBLE FIXED ASSETS**

	Leasehold £	Plant and machinery £	Motor vehicles £	Totals £
<b>COST</b>				
At 1st April 2020	308,470	36,877	78,472	423,819
Additions	-	3,171	-	3,171
At 31st March 2021	308,470	40,048	78,472	426,990
<b>DEPRECIATION</b>				
At 1st April 2020	74,340	30,523	58,408	163,271
Charge for year	6,170	2,100	11,988	20,258
At 31st March 2021	80,510	32,623	70,396	183,529
<b>NET BOOK VALUE</b>				
At 31st March 2021	227,960	7,425	8,076	243,461
At 31st March 2020	234,130	6,354	20,064	260,548

**14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2021 £	2020 as restated £
Trade debtors	520	11,743
Prepayments	627	439
	<u>1,147</u>	<u>12,182</u>

**15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2021 £	2020 as restated £
Trade creditors	1,942	6,380
Social security and other taxes	2,434	1,917
Grant Holding Account	360	2,478
Accrued expenses	2,312	2,252
	<u>7,048</u>	<u>13,027</u>



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

**16. MOVEMENT IN FUNDS**

	At 1.4.20 £	Prior year adjustment £	Net movement in funds £	Transfers between funds £	At 31.3.21 £
<b>Unrestricted funds</b>					
General fund	51,334	42,331	126,548	(162,787)	57,426
Operational Reserve Fund	-	-	-	110,000	110,000
Winding Up Fund	-	-	-	52,787	52,787
	<u>51,334</u>	<u>42,331</u>	<u>126,548</u>	<u>-</u>	<u>220,213</u>
<b>Restricted funds</b>					
IT Fund	(1)	-	1	-	-
Community Transport Fund	67,033	(42,331)	(12,171)	-	12,531
National Lottery Fund (Property Leasehold)	229,246	-	(6,064)	-	223,182
Moving Forward	84,663	-	(5,164)	-	79,499
Community Wellbeing	-	-	1,232	-	1,232
National Lottery COVID 19	-	-	21,346	-	21,346
National Lottery Project Co-Ordinator	-	-	1,583	-	1,583
National Lottery Coronavirus Community Support Fund	-	-	3,203	-	3,203
Food and Essential Supplies Fund	-	-	8,000	-	8,000
	<u>380,941</u>	<u>(42,331)</u>	<u>11,966</u>	<u>-</u>	<u>350,576</u>
<b>TOTAL FUNDS</b>	<u>432,275</u>	<u>-</u>	<u>138,514</u>	<u>-</u>	<u>570,789</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	156,073	(29,525)	126,548
<b>Restricted funds</b>			
IT Fund	-	1	1
Community Transport Fund	714	(12,885)	(12,171)
National Lottery Fund (Property Leasehold)	-	(6,064)	(6,064)
Moving Forward	62,263	(67,427)	(5,164)
Community Wellbeing	6,500	(5,268)	1,232
National Lottery COVID 19	60,000	(38,654)	21,346
National Lottery Project Co-Ordinator	9,500	(7,917)	1,583
National Lottery Coronavirus Community Support Fund	48,950	(45,747)	3,203
Food and Essential Supplies Fund	8,000	-	8,000
	<u>195,927</u>	<u>(183,961)</u>	<u>11,966</u>
<b>TOTAL FUNDS</b>	<u>352,000</u>	<u>(213,486)</u>	<u>138,514</u>

**Droitwich Spa and Rural Council for  
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**Notes to the Financial Statements - continued  
for the Year Ended 31st March 2021**

**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 £
<b>Unrestricted funds</b>				
General fund	79,184	15,380	(899)	93,665
<b>Restricted funds</b>				
IT Fund	2,546	(1,476)	(1,071)	(1)
Supporting Volunteers Fund	2,280	-	(2,280)	-
Community Transport Fund	20,373	79	4,250	24,702
National Lottery Fund (Property Leasehold)	235,310	(6,064)	-	229,246
Awards for All	3,926	(3,926)	-	-
Moving Forward	11	84,652	-	84,663
	<u>264,446</u>	<u>73,265</u>	<u>899</u>	<u>338,610</u>
<b>TOTAL FUNDS</b>	<u>343,630</u>	<u>88,645</u>	<u>-</u>	<u>432,275</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	153,834	(138,454)	15,380
<b>Restricted funds</b>			
IT Fund	-	(1,476)	(1,476)
Community Transport Fund	12,881	(12,802)	79
National Lottery Fund (Property Leasehold)	-	(6,064)	(6,064)
Awards for All	821	(4,747)	(3,926)
Moving Forward	132,094	(47,442)	84,652
	<u>145,796</u>	<u>(72,531)</u>	<u>73,265</u>
<b>TOTAL FUNDS</b>	<u>299,630</u>	<u>(210,985)</u>	<u>88,645</u>

**TRANSFERS BETWEEN FUNDS**

A transfer of £110,000 has been made from the unrestricted general fund to a new designated operational reserve fund. Due to the Coronavirus restrictions still in place after the year end the charity is experiencing reduced levels of activity and thus income from charitable activities is reduced. Since the charity is no longer in receipt of Covid-relief funding, the Trustees have created this designated operational fund equating to roughly 9 months' support costs. This will be used in future to cover the cost of running the charity whilst income-generating services are restricted.

A transfer of £52,787 has been made from the unrestricted general fund to a newly-created designated winding up fund. This fund has been created to cover staff redundancies and 2 months' salaries and business expenses should the charity lack funds in the future to meet expenses and as a result the charity be wound up.

**Droitwich Spa and Rural Council for  
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**Notes to the Financial Statements - continued  
for the Year Ended 31st March 2021**

**17. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31st March 2021.

**18. PURPOSE OF FUNDS**

**Unrestricted Funds**

The Unrestricted General fund can be used for any charitable purpose approved by the trustees. The fund balance, including fixed assets, at 31st March 2021 was £57,426 (2020 restated: £93,665).

The Operational Reserve Fund has been designated in order to support the charity whilst income-generating activities are slow to return to pre-pandemic levels. The fund balance as at 31st March 2021 was £110,000 (2020: £nil) which represents around 9 months of the charity's operating costs.

The Winding Up Fund has been designated from surplus income in order to hold funds to cover staff redundancies and 2 months' salaries and business expenses for the winding up of the charity in the event that the charity had a lack of funds in the future to meet expenses. This is deemed good business practice. The fund balance as at 31 March 2021 was £52,787 (2020: £nil).

**Restricted Funds**

The restricted National Lottery fund was used to purchase the leasehold property for use by the charitable company and is subject to certain restrictions. The terms of the fund agreement state, if the lease is sold within 80 years, the funds must be returned to the National Lottery. The fund balance at 31st March 2021 was £223,182 (2020: £229,246) held in leasehold property.

The restricted Community Transport fund is for the continued delivery and development of our community transport scheme in Droitwich and surrounding areas. The fund balance at 31st March 2021 was £12,531 (2020 restated: £24,702).

The restricted Moving Forward fund is a National Lottery Community fund project, to improve social mobility for the residents of Droitwich West. The balance at 31st March 2021 was £79,499 (2020: £84,663). It has been agreed that the project term will be extended as work had to be paused during the various Covid 19 lockdowns. The project extension is flexible to reflect the uncertainty of when the project can resume fully and how quickly activities can take place in line with the changing Government restrictions.

The restricted National Lottery COVID-19 Fund, is to support the charity and its community through the challenges of COVID-19. The balance at 31 March 2021 was £21,346 (2020: £nil). The balance of the fund is restricted and will be carried forward into the next financial year to be spent in the first quarter of 2021/22.

The restricted National Lottery Project Co-Ordinator Fund, is to cover the associated costs of a project worker during the pandemic. The balance at 31 March 2021 was £1,583 (2020: £nil). The balance of the fund is restricted and will be carried forward into the next financial year to be spent in the first quarter of 2021/22.

The restricted National Lottery Coronavirus Community Support Fund is to contribute towards the charity's overheads whilst our income streams have been severely affected by COVID-19. The balance at 31 March 2021 was £3,203 (2020: £nil). The balance of the fund is restricted and will be carried forward into the next financial year to be spent in the first quarter of 2021/22.

The restricted Community Wellbeing project is to assist with the preparation and delivery of wellbeing care packages to the vulnerable and isolated during the pandemic. The balance at 31 March 2021 was £1,232 (2020: £nil).

The Food and Essential Supplies Fund is restricted for the purpose of providing food courses in order to combat food poverty. The balance at 31 March 2021 was £8,000 (2020: £nil). Due to the Covid 19 pandemic the courses were not able to be held in the current financial year so the £8,000 grant will be carried forward and used to fund the courses in the 2021/22 financial year.

