

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

Report of the Trustees and
Financial Statements for the Year Ended 31st March 2022
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 2022**

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

**Reference and Administrative Details
for the Year Ended 31st March 2022**

TRUSTEES	Mrs Lynda Gillespie Mr Hedley Burton Mr Eric Bowden Mrs Sally Ann Ellison MBE Mr David Jonathan Morris Mrs Ann Sowton
REGISTERED OFFICE	The Old Library Centre 65 Ombersley Street East Droitwich Spa Worcestershire WR9 8QS
REGISTERED COMPANY NUMBER	03897969 (England and Wales)
REGISTERED CHARITY NUMBER	1080042
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

**Droitwich Spa and Rural Council for
Voluntary Service (Registered number: 03897969)**

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

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.

Public benefit

The Trustees confirm that they have complied with the duty in Section 17(5) of the 2011 Charities Act to have due regard to guidance on public benefit published by the Charity Commission when reviewing the charity's objectives and in planning future activities.

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 whilst continuing to provide an outstanding service to the community. The Trustees would like to acknowledge the hard work of the Chief Officer, staff, and volunteers.

This financial year started with covid 19 restrictions still in place which were lifted in July 2021 being 4 months into our financial year. The return to a 'new normal' was slow as people were wary and cautious as the vaccination programme rollout continued. Community groups meeting in our premises were slow to start up again, if at all, which has impacted on room hire.

At the beginning of this financial year a loss of circa £26,000 was predicted. It is pleasing to note that this did not happen, and we ended with a surplus of £228,254.00. This was achieved due to several large community projects and the acquisition of Rotary House & Garden. The majority of this is restricted income for our services and the inclusion of Rotary House & Garden.

On 26th April 2021 our covid 19 community response and support was recognised with a visit from HRH Princess Anne, jointly hosted with Droitwich Rugby Club. The staff and volunteers attended this celebration event and it was an excellent opportunity to showcase our achievements.

Our Chief Officer Tonia Enderbury was recognised in the Queen's Birthday Honours List on June 12th, 2021, with a British Empire Medal (BEM). This was in recognition of the outstanding work the charity undertook during the covid 19 pandemic.

DCVS were Worcestershire Chamber of Commerce Finalists in the Commitment to the Community category.

Rotary House & Garden

DCVS have a long-standing relationship with the Trustees and Management Committee for Rotary House, sharing good practice, policies and procedures. Over the last few years, we were consulted about the future viability of Rotary House and how we could support and manage it. This culminated with DCVS receiving a generous offer to be gifted Rotary House & Garden, which our Trustees accepted. The legal ownership was transferred on 14th December 2021.

This is shown in this year's financial accounts as £147,291.00 income for the transfer of the building value, fixtures and fittings and the residual bank balance.

Community Transport

Volunteer drivers and journey requests slowly returned after the covid 19 restrictions were lifted in July but have still not returned to the pre-pandemic levels. We prioritised requests for transport to medical appointments until the groups and clubs started to re-open.

We were lucky that we still received funding through Worcestershire County Council for the Worcestershire Community Transport Consortium grant and bus pass subsidies at the pre-pandemic levels.

Grants were received from Worcestershire County Council Public Health funding to enable over 300 residents to travel to the vaccination centres. Later in the year this also subsidised social trips using our minibus to local places of interest. These have been very successful and residents' feedback has been that the trips are helping to reduce their social isolation, improve their mental well-being and they are creating new friendship groups.

**Droitwich Spa and Rural Council for
Voluntary Service (Registered number: 03897969)**

**Report of the Trustees
for the Year Ended 31st March 2022**

Community Learning

A new wellbeing course called Find Your Fire started once the covid 19 restrictions had been lifted to help residents improve their mental well-being and self-esteem. These were well attended and achieved positive outcomes for attendees. We also ran some basic IT courses for residents that had little or no previous experience of accessing information online. Platform Housing funded some new laptops for these sessions which allowed us to support more residents.

Moving Forward project

The Lottery funded project continued throughout the year, supporting Droitwich West residents to improve social mobility. Services included advice and guidance, signposting, learning courses, mentoring, job and apprenticeship fairs, school holiday activities and community events. The team worked with partner organisations to obtain grants and deliver new projects such as:

- Coffee and Craft group
- Stay and Play
- Loan Shark awareness
- Holiday Activity and Food
- Community Fridge
- School holiday events

Good Neighbour Network

Through the WeCAN partnership our tender to Worcestershire County Council was successful and was delivered from November 2021 to March 2022. This funding enabled us to work with similar organisations across the Wyre Forest and explore opportunities to develop future partnerships.

Community Builder

We worked closely with Wychavon District Council to develop a role of a Community Builder, funded through them but employed with DCVS. This is an exciting role which fills a gap in our team, giving us the time to support and work with residents to develop new services and groups in Droitwich and the surrounding areas.

Community Projects

Census 2021

This was the first year the Census was carried out online and DCVS became a Census Support Centre for residents unable to complete their legal obligation online. Telephone and face to face support were offered at both the Old Library Centre and Westlands Community Centre. The service was grant funded by The Good Things Foundation and we received a visit from the Regional Manager and were asked to lead a workshop on the grass routes methods we used to promote being a Census Support Service.

Covid 19 Vaccination Hesitancy

DCVS co-ordinated a Wychavon wide vaccination hesitancy programme, working closely with Public Health, Wychavon District Council and partners. This involved talking to residents and community groups to determine reasons why some people were reluctant to have the vaccination and to work together to find solutions. This included targeted publicity material, in various languages, to address fears and give guidance. Our findings led to outreach vaccination clinics running in certain areas of Evesham and Droitwich, which were successful.

Focus Groups

We received grants from Public Health to hold two focus groups on the impact of Covid 19 with older adults living independently and unemployed adults. We asked residents that already accessed our services to take part, holding one focus group in The Old Library and one at Westlands Community Centre. The feedback on these was very interesting and the residents thought it was a good opportunity to give their views and experiences. These reports were then fed into Public Health's Pharmaceutical Needs Assessment Consultation 2022.

Household Support grants

DCVS managed part of the Governments Household Support grants on behalf of Wychavon District Council. Grant Referral forms were designed to meet the grant criteria, which were promoted via our networks. Residents applied for grants which included supermarket shopping vouchers, white goods, carpets, iPad and laptops to give access to online learning, repairs to showers and a boiler and warm clothing. Additional funding later in the year allowed us to run some cooking on a budget classes, which are ongoing, food parcels and more shopping vouchers.

Other activities have included:

- A Christmas Toy appeal with Droitwich Lido Tennis Club.
- Santa's grotto with Action for Children and Platform Housing Group.
- Santa's sleigh with the Lions and Rotary Club.
- Supported the creation of a new friendship group with Onside.

**Droitwich Spa and Rural Council for
Voluntary Service (Registered number: 03897969)**

**Report of the Trustees
for the Year Ended 31st March 2022**

This year we have made a good start on rebuilding services and networks post-covid, but there is still a lot of work to do. We will focus on stronger community engagement and supporting residents to build up community resilience. Our services are still in demand and will continue to increase and develop as we work with VCSE and Statutory partners, local community groups and residents.

FINANCIAL REVIEW

Financial review

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

Total income in the 12 months to 31 March 2022 was £494,137 (2021: £352,000) split £119,693 of unrestricted income, £152,296 of designated income and £222,148 of restricted income. The designated income of £152,296 relates to the acquisition of Rotary Club of Droitwich Spa Charitable Trust (charity number 1068030) which the charity acquired in the year for no consideration. The income and expenditure in relation to the Rotary Club have been presented in a separate designated fund and the results for the year are as follows:

	£
Valuation of freehold building	100,000
Valuation of fixtures and fittings	13,362
Cash balance	33,922
Income attributable to Rotary House post-acquisition	5,012
	<hr/>
Total income	152,296
	<hr/>
Expenditure attributable to Rotary House post-acquisition	(5,005)
	<hr/>
Fund balance as at 31 March 2022	147,291
	<hr/>

Total expenditure in the year ended 31 March 2022 was £265,613 (2021: £213,486) split £82,298 of unrestricted expenditure and £183,315 of restricted expenditure.

Net income for the year was £228,524 (2021: £138,514) split £48,777 of unrestricted net income, £147,291 of designated Rotary House net income and £32,457 of restricted net income.

Reserves policy

The trustees' policy is to ensure that there are sufficient reserves to finance expenditure for the next 6 months. The unrestricted general fund balance (excluding fixed assets) is £100,726 and this represents 5 months of charity expenditure. The optimum reserves level is therefore not currently being achieved, however there is a designated operational reserve of £110,000 in place to cover any deficit if required.

The total unrestricted general fund balance (including fixed assets) at 31st March 2022 was £106,203 (2021: £57,426), of which £100,726 was free current reserves. This is held for the future funding of the charity.

The unrestricted Rotary House reserve, excluding fixed assets, was £33,929 at 31 March 2022.

The charity also has a designated operational reserve fund with free reserves of £110,000 which will be used to cover the charity's future overheads whilst no longer in receipt of Covid-related funding. There is also a designated winding up fund with balance of £52,787 and this will be used to cover the cost of redundancies should the charity cease operating.

The restricted fund balance as at 31st March 2022 was £383,032 (2021: £350,576) and of this balance £221,791 relates to the value of the leasehold property.

The current reserves of the charity as at 31 March 2022 were £457,215 and with the inclusion of tangible fixed assets of £342,098 this brings total reserves of the charity as to £799,313 (2021: £570,789).

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, the Memorandum & Articles of Association adopted on 21st December 1999, 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.

**Droitwich Spa and Rural Council for
Voluntary Service (Registered number: 03897969)**

**Report of the Trustees
for the Year Ended 31st March 2022**

STRUCTURE, GOVERNANCE AND MANAGEMENT

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 wider Droitwich Spa based on their skills and experience.

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.

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

Approved by order of the board of trustees on 29 Sept 2022 and signed on its behalf by:


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 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 - matters of concern identified

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 have identified matters of concern in my report with regard to trustee remuneration. A trustee was employed by charity and received remuneration whilst performing duties beyond the scope of trusteeship. Whilst this is reasonable compensation, remuneration to trustees is strictly prohibited by the charity's Articles of Association.

I confirm that no other matters have come to my attention in connection with the examination giving me reasonable 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; and
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 confirm that there are no other matters to which your attention should be drawn 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: 31/03/2022

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

**Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the Year Ended 31st March 2022**

	Notes	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	3	175,978	-	175,978	86,237
Charitable activities					
Transport		32,317	4,817	37,134	18,890
Education		9,960	-	9,960	9,000
Core		23,195	-	23,195	19,939
Projects		28,035	217,329	245,364	217,711
Rotary House		2,344	-	2,344	-
Other trading activities	4	87	-	87	78
Investment income	5	73	2	75	145
Total		271,989	222,148	494,137	352,000
EXPENDITURE ON					
Raising funds		1,058	1,297	2,355	4,072
Charitable activities	7				
Transport		14,069	6,708	20,777	20,673
Education		4,930	-	4,930	2,185
Core		57,213	6,064	63,277	18,042
Projects		26	169,246	169,272	168,514
Rotary House		5,002	-	5,002	-
Total		82,298	183,315	265,613	213,486
NET INCOME		189,691	38,833	228,524	138,514
Transfers between funds	17	6,376	(6,376)	-	-
Net movement in funds		196,067	32,457	228,524	138,514
RECONCILIATION OF FUNDS					
Total funds brought forward		220,213	350,576	570,789	432,275
TOTAL FUNDS CARRIED FORWARD		416,280	383,033	799,313	570,789

The notes form part of these financial statements

**Droitwich Spa and Rural Council for
Voluntary Service (Registered number: 03897969)**

**Balance Sheet
31st March 2022**

	Notes	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
FIXED ASSETS					
Tangible assets	14	115,497	226,601	342,098	243,461
CURRENT ASSETS					
Debtors	15	10,566	-	10,566	1,147
Cash at bank		305,442	177,744	483,186	333,229
		<u>316,008</u>	<u>177,744</u>	<u>493,752</u>	<u>334,376</u>
CREDITORS					
Amounts falling due within one year	16	(15,224)	(21,313)	(36,537)	(7,048)
NET CURRENT ASSETS		<u>300,784</u>	<u>156,431</u>	<u>457,215</u>	<u>327,328</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>416,281</u>	<u>383,032</u>	<u>799,313</u>	<u>570,789</u>
NET ASSETS		<u>416,281</u>	<u>383,032</u>	<u>799,313</u>	<u>570,789</u>
FUNDS	17				
Unrestricted funds:					
General fund				106,203	57,426
Operational Reserve Fund				110,000	110,000
Rotary House				147,291	-
Winding Up Fund				52,787	52,787
				<u>416,281</u>	<u>220,213</u>
Restricted funds				<u>383,032</u>	<u>350,576</u>
TOTAL FUNDS				<u>799,313</u>	<u>570,789</u>

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

The members have not required the company to obtain an audit of its financial statements for the year ended 31st 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 29 Sep 2022 and were signed on its behalf by:


Mrs Lynda Gillespie - Trustee

The notes form part of these financial statements

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

**Notes to the Financial Statements
for the Year Ended 31st March 2022**

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.

Income from grants and donations (including government grant income) is recognised in the period in which the charity is entitled to receipt and the amount can be measured with reasonable certainty. Income from grants is only deferred when the charity has to fulfil conditions not yet met before becoming entitled to it or where the donor has specified that the income is to be expended in a future period.

Rental and management fee income is recognised in line with the periods to which such income relates, up to the extent that it is probable that such income is recoverable.

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.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

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.

Freehold property	- not provided
Leasehold property	- 2% on cost
Plant and machinery	- 25% on cost
Motor vehicles	- 20% on cost

Assets costing less than £500 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.

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

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

1. ACCOUNTING POLICIES - continued

FUND ACCOUNTING

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

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.

DONATED GOODS

Donated goods are included at fair value and are recognised when the charity has entitlement to the economic benefit.

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. CRITICAL ACCOUNTING JUDGEMENTS AND KEY SOURCES OF ESTIMATION UNCERTAINTY

Accounting estimates and judgement are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting judgements

The most critical accounting judgement is in setting the depreciation rates for tangible fixed assets. Details for these rates can be found in the accounting policies in note 2. The carrying value of tangible fixed assets can be found in note 14.

Judgement is also used in determining the allocation of salary costs between the different activities and projects. Timesheets will be reviewed each month and an apportionment will be established across the activities/ and individual unrestricted and restricted funds depending on the hours spent on each.

On 14 December 2021 the assets of Rotary Club of Droitwich Spa Charitable Trust (Charity number 1068030) were transferred to Droitwich Spa and Rural Council for Voluntary Service for nil consideration. A donation of £113,362 has been included in the accounts, being the estimated value at transfer date of the Rotary House property and fixtures and fittings.

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

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

3. DONATIONS AND LEGACIES

	2022	2021
	£	£
Donations	2,926	26,321
Grants	25,768	59,916
Exceptional items	147,284	-
	<u>175,978</u>	<u>86,237</u>

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

	2022	2021
	£	£
Arnold Clark Community Fund	1,000	-
Councillors Divisional Fund (R Morris)	-	2,000
Droitwich Spa Town Council	3,000	3,000
Droitwich Spa Town Council - Covid Relief	-	1,250
Government JRS Claim	-	5,297
The National Lottery	-	4,200
Police Crime Commissioner	1,000	1,000
Severn Trent	-	5,000
Voluntary & Community Sector Emergencies Grant/NAVCA	1,500	3,000
Western Power	-	500
Worcestershire Community Foundation	-	5,000
Worcestershire County Council Public Health Food Distribution	-	5,000
Wychavon District Council	5,000	5,000
Wychavon District Council - Coronavirus Business Rates Relief	14,268	19,669
	<u>25,768</u>	<u>59,916</u>

4. OTHER TRADING ACTIVITIES

	2022	2021
	£	£
Office services	87	78

5. INVESTMENT INCOME

	2022	2021
	£	£
Bank interest receivable	75	145

6. INCOME FROM CHARITABLE ACTIVITIES

	Transport £	Education £	Core £
Grants	20,501	-	56
Fares	16,033	-	-
Management Fees	600	-	-
Education Fees	-	9,960	-
Rents received	-	-	23,139
	<u>37,134</u>	<u>9,960</u>	<u>23,195</u>

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

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

6. INCOME FROM CHARITABLE ACTIVITIES - continued

	Projects £	Rotary House £	2022 Total activities £	2021 Total activities £
Grants	231,495	56	252,108	219,201
Fares	-	-	16,033	4,375
Management Fees	13,869	-	14,469	13,025
Education Fees	-	-	9,960	9,000
Rents received	-	2,288	25,427	19,939
	<u>245,364</u>	<u>2,344</u>	<u>317,997</u>	<u>265,540</u>

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

	2022 £	2021 £
Birmingham City Council	2,800	-
Bus Service Operators Grant	1,158	1,158
Covid SSP grant	361	-
Good Things Foundation	3,920	6,531
Hubbub	3,000	-
The National Lottery	-	118,450
National Lottery Community Fund	117,436	58,512
Western Power	-	1,500
Westlands Forum & Platform Housing	80	3,751
Worcestershire Children First	12,185	-
Worcestershire Community Foundation	-	3,000
Worcestershire Community Transport Consortium	8,055	7,641
Worcestershire County Council	4,000	-
Worcestershire County Council (Transport Subsidy Claim)	6,414	5,716
Worcestershire County Council (Wellbeing Project R Morris)	-	2,000
Wychavon District Council	1,817	8,000
Wychavon District Council - Contain Outbreak Management Fund (Incident Management Team)	14,500	-
Wychavon District Council - Contain Outbreak Management Fund (Community Builder)	54,841	-
Wychavon District Council - Food and Essential Supplies	2,099	-
Wychavon District Council - Good Neighbour Network	5,833	2,942
Wychavon District Council - Household Support	13,609	-
	<u>252,108</u>	<u>219,201</u>

7. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Grant funding of activities £	Support costs (see note 8) £	Totals £
Transport	7,114	-	13,663	20,777
Education	-	-	4,930	4,930
Core	6,625	-	56,652	63,277
Projects	90,794	4,000	74,478	169,272
Rotary House	3,341	-	1,661	5,002
	<u>107,874</u>	<u>4,000</u>	<u>151,384</u>	<u>263,258</u>

**Droitwich Spa and Rural Council for
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**Notes to the Financial Statements - continued
for the Year Ended 31st March 2022**

8. SUPPORT COSTS

	Management £	Governance costs £	Totals £
Transport	13,663	-	13,663
Education	4,930	-	4,930
Core	53,754	2,898	56,652
Projects	74,382	96	74,478
Rotary House	1,661	-	1,661
	<u>148,390</u>	<u>2,994</u>	<u>151,384</u>

Salaries are allocated between the activities by reviewing monthly timesheets for employees and splitting the cost across the activities based on time spent on each.

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

	Transport £	Education £	Core £
Wages	11,363	4,482	30,027
Social security	-	-	4,013
Pensions	253	117	1,920
Rates and water	-	-	403
Insurance	-	-	2,629
Light and heat	-	-	1,174
Telephone	754	-	2,927
Sundries	1,293	-	828
Repairs and maintenance	-	-	7,904
Travel and accommodation	-	-	51
Staff training	-	331	81
Subscriptions	-	-	-
Cleaning	-	-	1,077
Professional services	-	-	720
Bank charges	-	-	-
Accountancy fees	-	-	2,898
	<u>13,663</u>	<u>4,930</u>	<u>56,652</u>
		2022	2021
		Total	Total
Projects	£	activities	activities
Wages	69,099	£ 115,788	£ 102,518
Social security	-	4,013	2,600
Pensions	998	3,288	3,118
Rates and water	-	403	524
Insurance	-	2,730	2,160
Light and heat	487	1,855	2,279
Telephone	2,315	5,996	6,314
Sundries	110	2,231	-
Repairs and maintenance	433	8,528	3,621
Travel and accommodation	207	268	120
Staff training	90	502	989
Subscriptions	-	-	85
Cleaning	-	1,425	93
Professional services	643	1,363	1,395
Bank charges	-	-	58
Accountancy fees	96	2,994	1,620
	<u>74,478</u>	<u>151,384</u>	<u>127,494</u>
	<u>1,661</u>		

**Droitwich Spa and Rural Council for
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**Notes to the Financial Statements - continued
for the Year Ended 31st March 2022**

9. NET INCOME/(EXPENDITURE)

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

	2022	2021
	£	£
Depreciation - owned assets	14,552	20,258
Deficit on disposal of fixed assets	48	-
Fees payable to Independent Examiner in respect of external scrutiny	2,310	1,620
Fees payable to Independent Examiner in respect of other accountancy services	684	577
	<u>684</u>	<u>577</u>

10. TRUSTEES' REMUNERATION AND BENEFITS

During the year A Sowton, trustee, was employed by the charity and received remuneration of £450 for office work beyond the scope of trusteeship. This was not, however, permitted by the charity's Articles of Association. There were no trustees' remuneration or other benefits for the year ended 31st March 2021.

TRUSTEES' EXPENSES

There were no trustees' expenses paid for the year ended 31st March 2022 nor for the year ended 31st March 2021.

11. STAFF COSTS

	2022	2021
	£	£
Wages and salaries	115,788	102,518
Social security costs	4,013	2,600
Other pension costs	3,288	3,118
	<u>123,089</u>	<u>108,236</u>

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

	2022	2021
	7	7
Employees	<u>7</u>	<u>7</u>

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

Total remuneration paid to trustees and key management personnel during the year was £30,275.

12. EXCEPTIONAL ITEMS

On 14 December 2021 the assets of Rotary Club of Droitwich Spa Charitable Trust (Charity number 1068030) were transferred to Droitwich Spa and Rural Council for Voluntary Service for nil consideration.

The exceptional item of £147,284 relates to the acquisition of the trade and assets of Rotary Club of Droitwich Spa Charitable Trust (charity number 1068030) on 14 December 2021. No consideration was made for this transfer therefore the assets of the charity have been introduced as a donation and are made up of the following:

	£
Valuation of freehold building	100,000
Valuation of fixtures and fittings	13,362
Cash balance	33,922
	<u>147,284</u>
Total	<u>147,284</u>

No restrictions have been placed on these assets however they have been introduced into a separate designated fund and activity in order to show the income and expenditure attributable to Rotary House.

**Droitwich Spa and Rural Council for
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**Notes to the Financial Statements - continued
for the Year Ended 31st March 2022**

12. EXCEPTIONAL ITEMS - continued

Incoming resources attributable to the acquisition of Rotary House since 14 December 2021 were £5,012 (excluding the value of the donated assets) and expenditure attributable was £5,005. Net income for the period was therefore £7.

13. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	85,873	364	86,237
Charitable activities			
Transport	18,540	350	18,890
Education	9,000	-	9,000
Core	19,939	-	19,939
Projects	22,498	195,213	217,711
Other trading activities	78	-	78
Investment income	145	-	145
Total	<u>156,073</u>	<u>195,927</u>	<u>352,000</u>
EXPENDITURE ON			
Raising funds	935	3,137	4,072
Charitable activities			
Transport	3,619	17,054	20,673
Education	1,285	900	2,185
Core	4,643	13,399	18,042
Projects	19,043	149,471	168,514
Total	<u>29,525</u>	<u>183,961</u>	<u>213,486</u>
NET INCOME	126,548	11,966	138,514
RECONCILIATION OF FUNDS			
Total funds brought forward	93,665	338,610	432,275
TOTAL FUNDS CARRIED FORWARD	<u>220,213</u>	<u>350,576</u>	<u>570,789</u>

**Droitwich Spa and Rural Council for
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**Notes to the Financial Statements - continued
for the Year Ended 31st March 2022**

14. TANGIBLE FIXED ASSETS

	Freehold property £	Leasehold property £	Plant and machinery £	Motor vehicles £	Totals £
COST					
At 1st April 2021	-	308,470	40,048	78,472	426,990
Disposals	-	-	(4,219)	-	(4,219)
Acquisition through business combinations	100,000	-	13,362	-	113,362
At 31st March 2022	100,000	308,470	49,191	78,472	536,133
DEPRECIATION					
At 1st April 2021	-	80,510	32,623	70,396	183,529
Charge for year	-	6,169	5,833	2,550	14,552
Eliminated on disposal	-	-	(4,046)	-	(4,046)
At 31st March 2022	-	86,679	34,410	72,946	194,035
NET BOOK VALUE					
At 31st March 2022	100,000	221,791	14,781	5,526	342,098
At 31st March 2021	-	227,960	7,425	8,076	243,461

15. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Trade debtors	10,019	520
Prepayments	547	627
	<u>10,566</u>	<u>1,147</u>

16. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Trade creditors	3,442	1,942
Social security and other taxes	3,207	1,861
Pension creditor	620	573
Funds received as agent	4,936	360
Deferred income	21,314	-
Accrued expenses	3,018	2,312
	<u>36,537</u>	<u>7,048</u>

Deferred income of £21,314 relates to grant funding received from Worcestershire County Council for delivery of the Good Neighbour Network project. As at 31 March 2022 work on this project had not yet commenced therefore this income has been deferred into next year.

**Droitwich Spa and Rural Council for
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**Notes to the Financial Statements - continued
for the Year Ended 31st March 2022**

17. MOVEMENT IN FUNDS

	At 1.4.21 £	Net movement in funds £	Transfers between funds £	At 31.3.22 £
Unrestricted funds				
General fund	57,426	42,401	6,376	106,203
Operational Reserve Fund	110,000	-	-	110,000
Rotary House	-	147,291	-	147,291
Winding Up Fund	52,787	-	-	52,787
	<u>220,213</u>	<u>189,692</u>	<u>6,376</u>	<u>416,281</u>
Restricted funds				
Community Builder	-	48,268	-	48,268
Community Transport Fund	12,531	(3,097)	-	9,434
Community Wellbeing	1,232	(142)	(1,090)	-
District Incident Management Team Fund	-	1,370	-	1,370
Food and Essential Supplies Fund	8,000	993	-	8,993
Holiday Activity and Food Fund	-	6,141	(6,141)	-
Household Support Grant fund	-	3,948	-	3,948
Miscellaneous Project Fund	-	(1,508)	3,750	2,242
Moving Forward	79,499	14,619	(3,463)	90,655
National Lottery Fund (Property Leasehold)	223,182	(6,064)	-	217,118
National Lottery Coronavirus Community Support Fund	3,203	(2,472)	273	1,004
National Lottery COVID 19	21,346	(21,641)	295	-
National Lottery Project Co-Ordinator	1,583	(1,583)	-	-
	<u>350,576</u>	<u>38,832</u>	<u>(6,376)</u>	<u>383,032</u>
TOTAL FUNDS	<u>570,789</u>	<u>228,524</u>	<u>-</u>	<u>799,313</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	119,693	(77,292)	42,401
Rotary House	152,296	(5,005)	147,291
	<u>271,989</u>	<u>(82,297)</u>	<u>189,692</u>
Restricted funds			
Community Builder	54,841	(6,573)	48,268
Community Transport Fund	-	(3,097)	(3,097)
Community Wellbeing	-	(142)	(142)
District Incident Management Team Fund	14,500	(13,130)	1,370
Food and Essential Supplies Fund	2,099	(1,106)	993
Holiday Activity and Food Fund	12,185	(6,044)	6,141
Household Support Grant fund	13,610	(9,662)	3,948
Miscellaneous Project Fund	7,380	(8,888)	(1,508)
Moving Forward	117,532	(102,913)	14,619
National Lottery Fund (Property Leasehold)	-	(6,064)	(6,064)
National Lottery Coronavirus Community Support Fund	-	(2,472)	(2,472)
National Lottery COVID 19	1	(21,642)	(21,641)
National Lottery Project Co-Ordinator	-	(1,583)	(1,583)
	<u>222,148</u>	<u>(183,316)</u>	<u>38,832</u>
TOTAL FUNDS	<u>494,137</u>	<u>(265,613)</u>	<u>228,524</u>

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

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

17. 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	93,665	126,548	(162,787)	57,426
Operational Reserve Fund	-	-	110,000	110,000
Winding Up Fund	-	-	52,787	52,787
	<u>93,665</u>	<u>126,548</u>	<u>-</u>	<u>220,213</u>
Restricted funds				
Community Transport Fund	24,702	(12,171)	-	12,531
Community Wellbeing	-	1,232	-	1,232
Food and Essential Supplies Fund	-	8,000	-	8,000
Moving Forward	84,662	(5,163)	-	79,499
National Lottery Fund (Property Leasehold)	229,246	(6,064)	-	223,182
National Lottery Coronavirus Community Support Fund	-	3,203	-	3,203
National Lottery COVID 19	-	21,346	-	21,346
National Lottery Project Co-Ordinator	-	1,583	-	1,583
	<u>338,610</u>	<u>11,966</u>	<u>-</u>	<u>350,576</u>
TOTAL FUNDS	<u>432,275</u>	<u>138,514</u>	<u>-</u>	<u>570,789</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	156,073	(29,525)	126,548
Restricted funds			
Community Transport Fund	714	(12,885)	(12,171)
Community Wellbeing	6,500	(5,268)	1,232
Food and Essential Supplies Fund	8,000	-	8,000
Moving Forward	62,263	(67,426)	(5,163)
National Lottery Fund (Property Leasehold)	-	(6,064)	(6,064)
National Lottery Coronavirus Community Support Fund	48,950	(45,747)	3,203
National Lottery COVID 19	60,000	(38,654)	21,346
National Lottery Project Co-Ordinator	9,500	(7,917)	1,583
	<u>195,927</u>	<u>(183,961)</u>	<u>11,966</u>
TOTAL FUNDS	<u>352,000</u>	<u>(213,486)</u>	<u>138,514</u>

TRANSFERS BETWEEN FUNDS

During the year £1,090 was transferred from the restricted Community Wellbeing Fund to the unrestricted General Fund. This was the underspend on the project and it was agreed with the funders that the remaining balance be spent on other core costs.

£6,141 was also transferred from the restricted Holiday Activity and Food Fund to the unrestricted General Fund. This was the underspend on the project and again it was agreed with the funders that the remaining balance be used for core costs to the charity.

**Droitwich Spa and Rural Council for
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**Notes to the Financial Statements - continued
for the Year Ended 31st March 2022**

17. MOVEMENT IN FUNDS - continued

TRANSFERS BETWEEN FUNDS - continued

£3,463 was transferred from the restricted Moving Forward Fund to the restricted Miscellaneous Project Fund. This related to grant income from Westlands Forum and Platform Housing which was received in 20/21 and was spent in 21/22 on the Community Fridge and Laptops, which have been allocated to a separate Miscellaneous Project Fund. A further funds transfer of £287 has been made from the unrestricted General Fund to the restricted Miscellaneous Project Fund in order to cover the deficit on small individual projects.

£273 and £295 was transferred to the restricted National Lottery Coronavirus Community Support Fund and National Lottery COVID 19 Fund from the unrestricted General Fund in order to cover the deficits on the respective funds. The balance of £1,004 on the National Lottery Coronavirus Community Support Fund represents the net book value of the assets held in this fund.

18. RELATED PARTY DISCLOSURES

During the year £450 was paid to A Sowton, trustee, in respect of employment with the charity. There were no related party transactions for the year ended 31 March 2021.

19. PURPOSE OF FUNDS

UNRESTRICTED FUNDS

General Fund

This fund can be used for any charitable purpose approved by the trustees. The fund balance as at 31 March 2022 was £106,203 (2021: 57,426).

Operational Reserve Fund

This 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 31 March 2022 was £110,000 (2021: £110,000).

Rotary House

This has been designated in order to separate the income and expenditure of the newly-acquired trade and assets of Rotary Club of Droitwich Spa Charitable Trust and identify the net income/deficit attributable to this fund. The fund balance as at 31 March 2022 was £147,291 (2021: £nil).

Winding Up Fund

This has been designated in order to provide sufficient funds to cover the cost of redundancy in the event of the charity winding up. The fund balance as at 31 March 2022 was £52,787 (2021: £52,787).

RESTRICTED FUNDS

Community Builder Fund

This fund is made up grant funding received from Wychavon District Council for a Community Builder post. The fund balance as at 31 March 2022 was £48,268 (2021: £nil) and this will be carried forward to the next financial year to be spent by 31 March 2023.

Community Transport Fund

This fund is restricted for the continued delivery and development of our community transport scheme in Droitwich and surrounding areas. The fund balance as at 31 March 2022 was £9,434 (2021: £12,531).

Community Wellbeing Fund

This fund is restricted to assist with the preparation and delivery of wellbeing care packages to the vulnerable and isolated during the pandemic. This project ceased in the year and the balance remaining on the fund of £1,090 was allowed to be transferred to unrestricted reserves. The fund balance as at 31 March 2022 was therefore £nil (2021: £1,232).

District Incident Management Team Fund

This fund is made up of grant funding from the Contain Outbreak Management Fund and was received from Wychavon District Council in respect of vaccination hesitancy work and providing transport to vaccination centres. The fund balance as at 31 March 2022 was £1,370 (2021: £nil).

Food and Essential Supplies Fund

**Droitwich Spa and Rural Council for
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**Notes to the Financial Statements - continued
for the Year Ended 31st March 2022**

19. PURPOSE OF FUNDS - continued

This fund is restricted for the purpose of providing food courses in order to combat food poverty. The balance at 31 March 2022 was £8,993 (2021: £8,000) and will be carried forward and used to fund courses in the 22/23 financial year.

Holiday Activity and Food Fund

This fund is restricted for the purpose of providing meals and activities in the school holidays to Westlands residents who were eligible for free school meals. This project ceased in the year and the balance remaining on the fund of £6,141 was allowed to be transferred to unrestricted reserves. The fund balance as at 31 March 2022 was therefore £nil (2021: £nil).

Household Support Grant Fund

This fund is restricted for the purpose of assisting Wychavon residents and providing essential household support. The fund balance as at 31 March 2022 was £3,948 (2021: £nil).

Miscellaneous Project Fund

This fund is restricted for grant funding which has been received for small one-off projects, including Westlands Christmas Party, POCA/Loan Shark, Community Laptops and Westlands Community Fridge. The fund balance as at 31 March 2022 was £2,242 (2021: £nil).

Moving Forward

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 2022 was £90,655 (2021: £79,499). 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.

National Lottery Fund (Property Leasehold)

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 2022 was £217,118 (2021: £223,182) held in leasehold property.

National Lottery Coronavirus Community Support Fund

This fund is restricted to contribute towards the charity's overheads whilst our income streams have been severely affected by COVID-19. The balance of £1,004 at 31 March 2022 (2021: £3,203) represents the net book value of fixed assets purchased with the funding.

National Lottery COVID 19 Fund

This fund is restricted to support the charity and its community through the challenges of COVID-19. The funds brought forward of £21,346 were spent in full in the year therefore the balance as at 31 March 2022 was nil.

National Lottery Project Co-Ordinator

This fund is restricted to cover the associated costs of a project worker during the pandemic. The funds brought forward of £1,583 were spent in full in the year therefore the balance as at 31 March 2022 was nil.