

COMPANY REGISTRATION NUMBER: 03957858
CHARITY REGISTRATION NUMBER: 1080875

Voluntary Action Cumbria
Company Limited by Guarantee
Unaudited Financial Statements
31 March 2020

SAINT AND CO
Chartered accountants
4 Mason Court
Gillan Way
Penrith 40 Business Park
Penrith
Cumbria
CA11 9GR

Voluntary Action Cumbria
Company Limited by Guarantee
Financial Statements
Year ended 31 March 2020

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Voluntary Action Cumbria

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31 March 2020

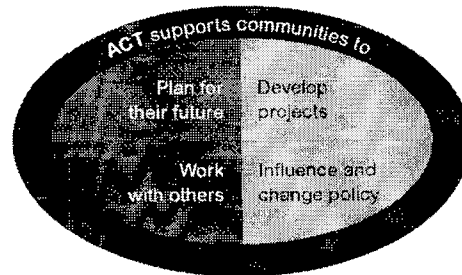
The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2020.

ACHIEVEMENTS AND PERFORMANCE

ACT's Mission

ACTion with communities in Cumbria champions community and rural issues. We help people and communities achieve their aspirations and make their areas better places to live. We're particularly active in rural areas and among communities affected by economic, social or physical disadvantage. We support communities by: " Providing practical advice and support" Delivering workshops, events and case studies for community groups and social enterprises" Linking together local people and the agencies and authorities that impact on their daily lives" Representing the interests of communities locally and nationally and raising awareness of local needs.

ACTion with communities in cumbria
champions community and rural issues



If you want to support rural communities, keep up to date with our work or benefit from our services, please become an ACT Supporter.

For our full online Annual Review please visit the ACT website here:

<https://www.cumbriaaction.org.uk/resources/annual-reviews>

FINANCIAL REVIEW

Financial position – Statement from our Treasurer, Alan McViety.

Continuing tight management means we have achieved another small surplus this year, alongside delivering a broad range of support across Cumbria. Funding challenges have increased, particularly for our core costs. This looks likely to continue given the challenges of Covid recovery. The year ahead, and beyond, will be challenging. We will continue to review all our costs while delivering and to sustaining our services as effectively and efficiently as possible.

Voluntary Action Cumbria

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2020

FINANCIAL REVIEW *(continued)*

Reserves policy

VAC's policy is that reserves should be maintained at a level which ensures that the VAC core activities could continue during a period of unforeseen difficulty. At this time the Trust has agreed to maintain the Reserves at the equivalent of a minimum of 6 months operational costs. The calculation of the required level of reserves is an integral part of the annual planning, budget and forecast cycle. A proportion of the reserves will be maintained in cash on deposit or another readily realisable form. The level of reserves and proportions will be agreed by the Board who will also take account of

- Risks associated with each income stream and expenditure being different from that budgeted

- Planned activity levels and

- Organisational commitments

VAC also notes that it must justify the levels of reserves held and that it may be asked for justification by the Charity Commission and those supplying Funds.

The Charity has £269,321 held in unrestricted reserves at the year end (2019: £257,507).

Investment policy and objectives

The Board recognises that there may be occasions where VAC has surplus funds not needed for immediate charitable activities. This policy statement sets out the Charity's policy on the investment of these funds.

When investing charitable funds Voluntary Action Cumbria will ensure a balance between the two objectives of:

- Providing an income for the Charity to carry out its activities and purpose effectively in the short term; and

- Maintaining and, if possible, enhancing the value of the invested funds, so as to enable the Trust to carry out its purpose in the longer term.

The Trust would expect that investments will be limited to the financial reserves that the Trust has agreed and any other funds that are held by the Trust in the short term. It is not expected that the funds available for investment will be of such a level that the Trust must have a complex investment portfolio. However, should the occasion arise, then the Board will ensure that they seek proper and professional advice on investment of these funds and that this will be undertaken in line with the guidance and requirements of the Charities Act. In agreeing where any funds are invested the Company will take account of:

- The suitability of the investment in relation to the charities needs

- The levels of risk and security related to the investment

- Access to the invested funds

- Return on the investment

The investment of any funds will be considered in the first instance by the Finance Committee and any recommendations will be made for full Board consideration and approval.

Voluntary Action Cumbria

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2020

FINANCIAL REVIEW *(continued)*

Each year, our list of funders shows lots of consistency with a few changes. We were delighted to receive funding from all four rural local district councils in Cumbria and Cumbria County Council. The continued support from the local authorities, especially when they themselves are under huge funding pressures, is crucial to our continued work and we also appreciate their practical support, advice and partnership.

Thanks go to:

DEFRA

ACRE

Cumbria County Council

Allerdale Borough Council

Copeland Borough Council

Eden District Council

South Lakeland District Council

Cumbria CVS – Lottery, Community Fund

National Lottery - Community Fund

Well Whitehaven

Whitehaven Town Council

Hadfield Trust

Cumbria Social Enterprise Partnership

OBJECTIVES AND ACTIVITIES

Summary of the objects

The objects of the charity are as follows:

" To promote any charitable purposes for the benefit of the community in the county of Cumbria (the area of benefit) and in particular the advancement of education, the protection of health and the relief of poverty, distress and sickness."

" To promote and organise co-operation in the achievement of the above purposes and to that end to bring together representatives of the statutory authorities and voluntary organisations engaged in the furtherance of the above purposes within the area of benefit."

Voluntary Action Cumbria

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2020

OBJECTIVES AND ACTIVITIES *(continued)*

How our activities deliver public benefit

The charity carries out a wide range of activities in pursuance of its charitable aims. The trustees consider that these activities, summarised below, provide many benefits and continue to look after the welfare of those who partake of the services provided.

Aims of the charity

We believe that our key strength is our ability to reach communities and work alongside local people to empower them to develop solutions that address community needs and meet their broader strategic priorities. As an independent and apolitical charity, we are uniquely placed to act as an effective communication bridge between communities and public bodies and as a broker to enable linkages and dialogue. Our core business is delivering and supporting 'Community Engagement.

ACT works with the people and communities of Cumbria to realise their potential. We achieve this through the delivery of a range of services relevant to the needs of our clients. These services include: community solutions that unlock the potential of people and communities to address their problems and meet their needs; we act as an impartial broker between public bodies, service providers and local communities; we work to make sure that the problems and needs of Cumbria's communities are widely considered and effectively addressed and we collaborate with partners to maximise community and small business success.

Main objectives for the year

Our main organisational objectives, are set out in the ACT Strategic Plan 2018. The key objectives described are to:

- Target resources to communities with most need.
- Create partnerships to meet the needs of Cumbrian communities.
- Generate income from a diverse range of sources.
- Strengthen the ACT brand and reputation through more effective marketing and PR.

The activities that we have undertaken in order to achieve these objectives are summarised in the review of achievements and performance for the year. This shows significant progress against our objectives.

Voluntary Action Cumbria

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2020

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

Voluntary Action Cumbria (VAC) is a charitable company limited by guarantee, incorporated on the 23 March 2000 and registered as a charity governed by its Memorandum and Articles of Association. Since October 2008, VAC has operated using the working name ACT - Action with Communities in Cumbria.

Methods adopted for the recruitment and appointment of new trustees

A Board of Trustees of up to 12 members manages Voluntary Action Cumbria. Under the Articles of Association all trustees must retire at each Annual General Meeting but are eligible for re-election. Trustees are appointed in accordance with the process laid out in the Articles of Association. Every trustee promises, if the charity is dissolved while he or she remains a member or within 12 months afterwards, to pay up to £1 towards the cost of dissolution and the liabilities incurred by the Charity while the contributor was a member.

The members of the Board of Trustees are its directors for the purpose of company law and trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees.

Policies and procedures adopted for the induction and training of trustees

New trustees, on appointment, meet with the Chief Executive to be informed of methods of working, current issues, attendance at meetings, etc and have the opportunity to meet other staff and ask further questions. They are also provided with an information pack comprising guidance on trustee responsibilities, meeting dates, most recent annual report and accounts and other documentation concerning business plans and current activity.

Voluntary Action Cumbria

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2020

STRUCTURE, GOVERNANCE AND MANAGEMENT *(continued)*

Organisational structure of the charity

All key strategic decisions, including the adoption of new project activity, are taken by the Board, which meets bi-monthly. The Trustees maintain scrutiny of the major strategic, business and operational risks which the charity faces and confirm that systems have been established to ensure that regular reports are produced so that the necessary steps can be taken to manage these risks.

To facilitate day-to-day management relevant areas of responsibility are delegated to lead Trustees responsible for Personnel, Finance and specific projects. The Board delegates to the Chief Executive responsibility for operational and financial decisions falling within approved guidelines.

Beneath the Board and Committee structures, a staff team delivers the work of the organisation

Pay Policy for Senior Staff

The Trustees consider that the Board and the Senior Management Team comprise the key management personnel of the Charity in charge of directing and controlling, running and operating the Charity on a day to day basis. All Trustees give of their time freely and no Trustee received remuneration or reimbursement of expenses during the year.

The pay of the senior staff is reviewed annually and are subject to affordability, job evaluation and necessary market adjustment.

Relationship between the charity and other entities

Voluntary Action Cumbria maintains the following legal relationships with other legal entities:

ACT and Action with communities in Cumbria are working names of VAC that have been registered with the Charity Commission

Action with communities in rural England – member

Cumbria Association of Councils for Voluntary Service - member

Cumbria Youth alliance - member

Cumbria Third Sector Consortium - member

Cumbria Social Enterprise Partnership – member

Lake District National Park Partnership - member

Major risks to which the charity is exposed

The trustees have examined the major strategic, business and operational risks which the charity faces and confirms that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks.

Voluntary Action Cumbria

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2020

REFERENCE AND ADMINISTRATIVE DETAILS

Registered charity name	Voluntary Action Cumbria
Charity registration number	1080875
Company registration number	03957858
Principal office and registered office	Offices O - Q Skirsgill Business Park Redhills Penrith Cumbria CA11 0FA

THE TRUSTEES

Mr A McViety
Mrs E Clegg
Mr R Munby MBE
Ms S Castle Clarke
Mr F J P Webster
Mrs J Tate
Ms S Bramwell
Mr C Ecroyd

COMPANY SECRETARY	Lorraine Smyth
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INDEPENDENT EXAMINER	Andrew Liddle, Chartered Accountant, for and on behalf of Saint & Co 4 Mason Court Gillan Way Penrith 40 Business Park Penrith Cumbria CA11 9GR
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SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on 25 September 2020 and signed on behalf of the board of trustees by:



Voluntary Action Cumbria

Company Limited by Guarantee

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

Year ended 31 March 2020

I report to the trustees on my examination of the financial statements of Voluntary Action Cumbria ('the charity') for the year ended 31 March 2020.

RESPONSIBILITIES AND BASIS OF REPORT

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements 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 the 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 the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

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

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements 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 financial statements 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).

Voluntary Action Cumbria

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Voluntary Action Cumbria *(continued)*

Year ended 31 March 2020

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.

Andrew Liddle, Chartered Accountant, for and on behalf of Saint & Co
Independent Examiner

4 Mason Court
Gillan Way
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Penrith
Cumbria
CA11 9GR

D.A. Liddle
11/2/20

Voluntary Action Cumbria

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

Year ended 31 March 2020

			2020		2019
		Unrestricted	Restricted	Total funds	Total funds
	Note	funds	funds		
		£	£	£	£
Income and endowments					
Donations and legacies	5	205	–	205	412
Charitable activities	6	243,872	63,243	307,115	260,578
Investment income	7	1,939	–	1,939	3,981
Other income	8	–	–	–	1,109
Total income		<u>246,016</u>	<u>63,243</u>	<u>309,259</u>	<u>266,080</u>
Expenditure					
Expenditure on charitable activities	9,10	234,202	63,243	297,445	254,912
Total expenditure		<u>234,202</u>	<u>63,243</u>	<u>297,445</u>	<u>254,912</u>
Net income and net movement in funds		<u>11,814</u>	<u>–</u>	<u>11,814</u>	<u>11,168</u>
Reconciliation of funds					
Total funds brought forward		257,507	–	257,507	246,339
Total funds carried forward		<u>269,321</u>	<u>–</u>	<u>269,321</u>	<u>257,507</u>

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

The notes on pages 13 to 25 form part of these financial statements.

Voluntary Action Cumbria
Company Limited by Guarantee
Statement of Financial Position

31 March 2020

		2020	2019
	Note	£	£
FIXED ASSETS			
Tangible fixed assets	15	15,315	3,127
CURRENT ASSETS			
Debtors	16	18,764	84,034
Cash at bank and in hand		299,733	277,142
		318,497	361,176
CREDITORS: amounts falling due within one year	17	64,491	106,796
NET CURRENT ASSETS		254,006	254,380
TOTAL ASSETS LESS CURRENT LIABILITIES		269,321	257,507
NET ASSETS		269,321	257,507
FUNDS OF THE CHARITY			
Unrestricted funds		269,321	257,507
Total charity funds	20	269,321	257,507

For the year ending 31 March 2020 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

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

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

The statement of financial position
continues on the following page.

The notes on pages 13 to 25 form part of these financial statements.

Voluntary Action Cumbria

Company Limited by Guarantee

Statement of Financial Position *(continued)*

31 March 2020

These financial statements were approved by the board of trustees and authorised for issue on 25 September 2020, and are signed on behalf of the board by:



Mr A McViety
Trustee

Company Registration Number 03957858

The notes on pages 13 to 25 form part of these financial statements.

Voluntary Action Cumbria
Company Limited by Guarantee
Notes to the Financial Statements
Year ended 31 March 2020

1. GENERAL INFORMATION

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Offices O - Q, Skirsgill Business Park, Redhills, Penrith, Cumbria, CA11 0FA.

2. STATEMENT OF COMPLIANCE

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Companies Act 2006.

3. ACCOUNTING POLICIES

Basis of preparation

The financial statements have been prepared on the historical cost basis.

The financial statements are prepared in sterling, which is the functional currency of the entity.

The charity meets the definition of a public benefit entity under FRS102.

Going concern

There are no material uncertainties about the charity's ability to continue.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Voluntary Action Cumbria

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

3. ACCOUNTING POLICIES *(continued)*

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Significant judgements

The judgements (apart from those involving estimations) that management has made in the process of applying the entity's accounting policies and that have the most significant effect on the amounts recognised in the financial statements are as follows:

- None

Key sources of estimation uncertainty

Accounting estimates and assumptions are made concerning the future and, by their nature, will rarely equal the related actual outcome. The key assumptions and other sources of estimation uncertainty that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are as follows:

- None

Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account (other than those held for investment purposes).

Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Voluntary Action Cumbria

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

3. ACCOUNTING POLICIES *(continued)*

Fund accounting

Unrestricted funds

Unrestricted funds are donations and other incoming resources received or generated for the objects of the charity without further specified purpose and are available as general funds. Service level agreements are regarded as unrestricted.

Restricted funds

Restricted funds are those that 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.

Incoming resources

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.
- investment income is accounted for when received.
- income is deferred when either the donor specifies the grant must only be used in future periods of account or the funding relates to activities in a future accounting period.

Voluntary Action Cumbria

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

3. ACCOUNTING POLICIES *(continued)*

Resources expended

Expenditure is recognised when a liability is incurred. They include attributable VAT which cannot be recovered.

Costs of generating funds are those costs incurred in attracting voluntary income.

Charitable activities include expenditure undertaken directly for the activities of the charity and include both the direct costs and support costs relating to these activities.

Governance costs include those incurred in the governance of the charity and are primarily associated with the constitutional and statutory requirements of the charity.

Support costs include central functions that have been allocated to activity cost categories. The method of apportionment is to split overheads in the same proportion as activities undertaken directly. Activity categories are adjusted within restricted funds if the allocation of support costs leads to a deficit on the individual activity category.

Tangible assets

All fixed assets are initially recorded at cost.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Fixtures and Fittings - 25% straight line

Fixtures and fittings costing less than £500 are not capitalised but written off to the income and expenditure account as incurred.

Donated computer equipment is depreciated fully in the year the equipment is donated.

Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

Voluntary Action Cumbria

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

3. ACCOUNTING POLICIES *(continued)*

Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

4. LIMITED BY GUARANTEE

The charity is a company limited by guarantee and does not have share capital.

5. DONATIONS AND LEGACIES

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
DONATIONS				
Other donations	205	205	412	412

6. CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Defra -ACRE	–	63,243	63,243
Other	243,872	–	243,872
	<u>243,872</u>	<u>63,243</u>	<u>307,115</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Defra -ACRE	–	69,530	69,530
Other	191,048	–	191,048
	<u>191,048</u>	<u>69,530</u>	<u>260,578</u>

Voluntary Action Cumbria

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

7. INVESTMENT INCOME

	Unrestricted Funds	Total Funds 2020	Unrestricted Funds	Total Funds 2019
	£	£	£	£
Bank interest receivable	<u>1,939</u>	<u>1,939</u>	<u>3,981</u>	<u>3,981</u>

8. OTHER INCOME

	Unrestricted Funds	Total Funds 2020	Unrestricted Funds	Total Funds 2019
	£	£	£	£
Other income	<u>—</u>	<u>—</u>	<u>1,109</u>	<u>1,109</u>

9. EXPENDITURE ON CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted Funds	Restricted Funds	Total Funds 2020
	£	£	£
Defra - Acre	9,287	45,075	54,362
Other Grants	165,421	—	165,421
Support costs	<u>59,494</u>	<u>18,168</u>	<u>77,662</u>
	<u>234,202</u>	<u>63,243</u>	<u>297,445</u>

	Unrestricted Funds	Restricted Funds	Total Funds 2019
	£	£	£
Defra - Acre	—	47,341	47,341
Other Grants	137,118	—	137,118
Support costs	<u>48,264</u>	<u>22,189</u>	<u>70,453</u>
	<u>185,382</u>	<u>69,530</u>	<u>254,912</u>

Voluntary Action Cumbria

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

10. EXPENDITURE ON CHARITABLE ACTIVITIES BY ACTIVITY TYPE

	Activities undertaken		Total funds	Total fund
	directly	Support costs	2020	2019
	£	£	£	£
Defra - Acre	54,362	18,168	72,530	69,530
Other Grants	165,421	48,776	214,197	176,298
Governance costs	–	10,718	10,718	9,084
	<u>219,783</u>	<u>77,662</u>	<u>297,445</u>	<u>254,912</u>

Voluntary Action Cumbria

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

11. ANALYSIS OF SUPPORT COSTS

Support costs are allocated to the various charitable activities, by the use of timesheets for salaries and detailed cost allocations for other overheads.

ANALYSIS OF DIRECT AND SUPPORT COSTS

	Direct Costs	Support costs	Total 2020
		£	£
Staff costs	159,935	21,382	181,317
Premises	—	17,938	17,938
Office and general	—	8,151	8,151
Printing, postage and stationery	—	3,704	3,704
Membership	—	4,835	4,835
Computer support	—	5,231	5,231
Telephone	—	690	690
Other office	—	3,445	3,445
Other Direct	59,848	—	59,848
Legal and Professional Fees	—	6,675	6,675
Travel and Subsistence	—	5,611	5,611
	<u>219,783</u>	<u>77,662</u>	<u>297,445</u>

	Direct Costs	Support costs	Total 2019
	£	£	£
Staff costs	140,867	20,101	160,968
Premises	-	16,595	16,595
Office and general	-	9,051	9,051
Printing, postage and stationery	-	2,854	2,854
Membership	-	4,552	4,552
Computer support	-	4,008	4,008
Telephone	-	666	666
Other office	-	766	766
Other Direct	38,126	—	38,126
Legal and Professional Fees	-	7,089	7,089
Travel and Subsistence	5,466	4,771	10,237
	<u>184,459</u>	<u>70,453</u>	<u>254,912</u>

Voluntary Action Cumbria

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

12. NET INCOME

Net income is stated after charging/(crediting):

	2020	2019
	£	£
Depreciation of tangible fixed assets	<u>3,235</u>	<u>681</u>

13. INDEPENDENT EXAMINATION FEES

	2020	2019
	£	£
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>1,950</u>	<u>1,950</u>

14. STAFF COSTS

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2020	2019
	£	£
Wages and salaries	199,601	140,867
Social security costs	10,711	9,927
Employer contributions to pension plans	<u>10,821</u>	<u>10,173</u>
	<u>221,133</u>	<u>160,967</u>

The average head count of employees during the year was 6 (2019: 6). The average number of full-time equivalent employees during the year is analysed as follows:

	2020	2019
	No.	No.
Number of project staff	4	4
Number of administrative staff	1	1
Number of management staff	<u>1</u>	<u>1</u>
	<u>6</u>	<u>6</u>

No employee received employee benefits of more than £60,000 during the year (2019: Nil).

Key Management Personnel

Key management personnel include all persons that have authority and responsibility for planning, directing and controlling the activities of the charity. The total compensation paid to key management personnel for services provided to the charity was £49,639 (2019: £50,981).

Voluntary Action Cumbria

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

14. TRUSTEE REMUNERATION AND EXPENSES

No trustee received any remuneration or other benefits from employment with the charity or a related entity were received by the trustees. Expenses incurred in attending trustee meetings were reimbursed. Payments totalling £808 were made during the year (2019 £1,312).

The company also paid for trustee indemnity insurance on behalf of the trustees.

15. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Total £
Cost		
At 1 April 2019	22,923	22,923
Additions	15,423	15,423
At 31 March 2020	38,346	38,346
Depreciation		
At 1 April 2019	19,796	19,796
Charge for the year	3,235	3,235
At 31 March 2020	23,031	23,031
Carrying amount		
At 31 March 2020	15,315	15,315
At 31 March 2019	3,127	3,127

16. DEBTORS

	2020 £	2019 £
Trade debtors	10,972	45,704
Prepayments and accrued income	5,272	6,833
Other debtors	2,520	31,497
	18,764	84,034

Voluntary Action Cumbria

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

17. CREDITORS: amounts falling due within one year

	2020	2019
	£	£
Trade creditors	1,557	5,353
Accruals and deferred income	31,456	66,934
Social security and other taxes	3,686	6,830
Pension control account	1,947	1,319
Other creditors	25,845	26,360
	<u>64,491</u>	<u>106,796</u>

18. DEFERRED INCOME

	2020	2019
	£	£
At 1 April 2019	63,398	5,625
Amount released to income	(63,398)	(3,125)
Amount deferred in year	20,600	60,898
At 31 March 2020	<u>20,600</u>	<u>63,398</u>

19. PENSIONS AND OTHER POST RETIREMENT BENEFITS

Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £10,821 (2019: £10,173).

20. ANALYSIS OF CHARITABLE FUNDS

Unrestricted funds

	At 1 April 2019	Income	Expenditure	At 31 March 2020
	£	£	£	£
General funds	<u>257,507</u>	<u>246,016</u>	<u>(234,202)</u>	<u>269,321</u>

	At 1 April 2018	Income	Expenditure	At 31 March 2019
	£	£	£	£
General funds	<u>246,339</u>	<u>196,550</u>	<u>(185,382)</u>	<u>257,507</u>

Voluntary Action Cumbria

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

20. ANALYSIS OF CHARITABLE FUNDS *(continued)*

Restricted funds

	At 1 April 2019	Income	Expenditure	At 31 March 2020
	£	£	£	£
ACRE	—	63,243	(63,243)	—
	At 1 April 2018	Income	Expenditure	At 31 March 2019
	£	£	£	£
ACRE	—	69,530	(69,530)	—

21. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds	Total Funds 2020
	£	£
Tangible fixed assets	16,525	16,525
Current assets	317,569	317,569
Creditors less than 1 year	(45,298)	(45,298)
Net assets	288,796	288,796
	Unrestricted Funds	Total Funds 2019
	£	£
Tangible fixed assets	3,127	3,127
Current assets	361,176	361,176
Creditors less than 1 year	(106,796)	(106,796)
Net assets	257,507	257,507

Voluntary Action Cumbria

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

22. CONTINGENCIES

Voluntary Action Cumbria operates its Pension Scheme through The Pensions Trust. The scheme is a defined contribution scheme but there are guarantees that are linked to the scheme. The estimated amount of employer debt on withdrawal for Voluntary Action Cumbria as at 30 September 2019 has been calculated as £78,059 (30 September 2018 £95,717).

The debt could be triggered by the withdrawal of Voluntary Action Cumbria from the scheme which could be at the point of the last active member leaves the scheme, currently there is one active member in the pension scheme.

The Pensions Trust have carried out the actuarial valuation at 30 September 2017 and have decided that additional contributions will be required to be made by the company.

These payments have been charged to the statement of income and expenditure during the year as and when the payments were made to the Pensions Trust.

Following a review of the overall scheme liabilities by the Pensions Trust the amount of the deficit payment required for future periods will increase to £4,514 from £3,420 per annum from 1 April 2019. These contributions will be subject to a 3% per annum inflationary increase and will run to January 2025.

