

Charity number: 1083291
Company number: 04046954

Mansfield Woodhouse Community Development Group
(A company limited by guarantee)

Trustees' report and financial statements
for the year ended 31st March 2021

Mansfield Woodhouse Community Development Group
(A company limited by guarantee)

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Mansfield Woodhouse Community Development Group
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Legal and administrative information

Charity number	1083291	
Company registration number	04046954	
Registered office	Park Road Resource Centre 53 Park Road Mansfield Woodhouse Mansfield Nottinghamshire NG19 8ER	
Trustees	Peter Sutcliffe Shannon MacFarlane Walt Gaskell Valerie Devney Barbara Gaskell Jill Usher Robert Wyatt Carol Royce Janet Wright Darrell Johnson Joyce Bosnjak	Chairman Vice-Chairman Vice-Chairman Honorary Secretary Treasurer
Secretary/Senior Management Team	James Devonshire James Devonshire	Company Secretary Centre and Finance Manager
Accountants	Adkin Sinclair LLP Sterling House 32 St John Street Mansfield Nottinghamshire NG18 1QJ	
Bankers	National Westminster Bank Plc 9 Church Street Mansfield Nottinghamshire NG18 1HP	
Solicitors	Alcocks Solicitors Byron House Commercial Street Mansfield Nottinghamshire NG18 1EE	

Mansfield Woodhouse Community Development Group

(A company limited by guarantee)

Report of the trustees (incorporating the directors' report) for the year ended 31st March 2021

The trustees present their report and the financial statements for the year ended 31st March 2021. The trustees, who are also directors of Mansfield Woodhouse Community Development Group for the purposes of company law and who served during the year and up to the date of this report are set out on page 1.

The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and the financial statements of the charity.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and 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 published in October 2019.

Objectives and activities

Main Objectives and Aims of the Charity

- a) To promote any charitable purpose for the benefit of the community of Mansfield Woodhouse, Nottinghamshire and its environs, (the area of benefit) and in particular, to advance education and vocational training, relieve poverty, suffering and distress and to maintain and improve public amenities.
- b) To ensure the efficient application of resources for charitable purposes and activities within the area of benefit.

Mission Statement - Mansfield Woodhouse Community Development Group:

A unique, friendly community project based at Park Road Resource Centre, run by paid staff and volunteers, working for and with the local community to enhance the quality of life for people in the whole of Mansfield Woodhouse. The aim is to achieve this by the provision of educational and vocational training plus a variety of services offering guidance, support and recreational activities. As well as protecting and sustaining the existing services offered, the group strives to improve and widen its objectives to cater for the ever changing needs and aspirations of the people of Mansfield Woodhouse. The group is able to offer varying facilities and services to achieve its objectives by obtaining funds, donations and in-kind support from many different sources.

Overarching Aims and Objectives of the Organisation

1. To identify and develop opportunities to create greater community participation and involvement
Objectives:
 - 1.1 Identify and develop key priorities to respond to the needs of local community
 - 1.2 Develop the skills and confidence of individuals to enable economic inclusion
 - 1.3 Improve and develop the skills and confidence of staff and volunteers
 - 1.4 Develop and support existing and new sub-groups in all aspects of community development
 - 1.5 To provide and support activities for vulnerable people in Mansfield Woodhouse and its environs
2. Develop effective partnerships and stronger links with other organisations
Objectives:
 - 2.1 Develop connections with all appropriate voluntary and community organisations
 - 2.2 Improve communications and engagement with stake holders, funders and partners
 - 2.3 Develop greater involvement with the local business sector

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Report of the trustees (incorporating the directors' report) for the year ended 31st March 2021

Overarching Aims and Objectives of the Organisation (continued)

3. Develop a diverse range of income streams to enable the sustainability of the community resource project
Objectives:
 - 3.1 Establish a sustainable strategy to work towards self-sufficiency (including a reserve)
 - 3.2 Identify and secure grant funding to maintain and expand community activities
 - 3.3 Identify and secure suitable contracts and projects
 - 3.4 Improve marketing and the promotion of the Park Road Resource Centre
4. Continue to improve procedures and ensure compliance with legal requirements
Objectives:
 - 4.1 Continually review, improve and ensure the implementation of financial, legal and personnel policies and procedures.

Strategies for Achieving the Objectives

MWCDG continues to develop strong links with the local community, voluntary and statutory organisations through the various Sub-Groups and the Park Road Resource Centre.

Expansion and development continues to be a priority despite a limited workforce, however with the dedication of Staff and volunteers continued improvements in the level of services and activities has been achieved.

The search for funding goes on in order to improve services and consider new projects. The Business Plan is constantly under review.

Activities Contributing to the Achievement of Objectives

Mansfield Woodhouse Community Development Group (MWCDG) operates its charitable objectives for the benefit of Mansfield Woodhouse with the Park Road Resource Centre (PRRC) as its focal point. The Centre is well used by a variety of local organisations and is regarded by the community as a source of information or guidance about local services. It has been necessary for services to be interrupted and limited during the Covid-19 crisis for safety reasons and in line with Government rules.

MWCDG entered into a Commissioning Agreement with Nottinghamshire County Council (NCC) to carry out the maintenance and upkeep of unsightly areas or unclear signage; also reporting any local issues of concern requiring the attention of NCC.

Other relevant activities include the monitoring of a local speed sign and the checking and maintenance of grit bins in local areas.

Sub-Groups of MWCDG:-

The Community Action Forum (CAF) - provides an opportunity for local people to raise their concerns with representatives from the Police, Neighbourhood Watch, Oakwood GP Surgery, District Councillors, County Councillors and other local authorities. Outstanding issues remain on the Action Plan until satisfactorily resolved. Meetings of large groups were suspended due to Covid-19 restrictions.

The Village Social and Fundraising sub-group. All Events attend by crowds of people were suspended Due to Covid-19 restrictions imposed by the Government.

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Report of the trustees (incorporating the directors' report) for the year ended 31st March 2021

Activities Contributing to the Achievement of Objectives (continued)

The Friends of Yeoman Hill Park (FOYHP). A wreath was laid on Remembrance Sunday but most activities were suspended due to Covid-19 restrictions.

The Woodhouse Warbler Newsletter - The newsletter is now in twentieth year. It has always been successful and popular with the local community, reaching in excess of 8,900 homes. The Warbler thrives on a dedicated volunteer base of over seventy deliverers.

Online copies of the Warbler are accessed around the world with feedback from many countries including Australia, New Zealand, USA, Spain or where local people have now settled but like to keep in touch. Unfortunately, some editions could not be produced due to lockdown restrictions; but in the easing times the Warbler was produced and well received as many people were isolated and welcomed local news and entertaining articles.

The Christmas edition was devoted to updates on local facilities and available deliveries by volunteers in the Community; a quiz was also provided.

Christmas Lights - Volunteers from MWCDG, Mansfield District Councillors and Nottinghamshire County Councillors provided the Christmas tree and lights display in Mansfield Woodhouse. The 'Switch-On Event' could not take place with members of the community due to the Covid-19 restrictions.

The Remembrance Parade Committee - Wreaths were laid acknowledging distancing rules but the Parade was not allowed due to Covid-19 restrictions.

Public benefit

The Directors/Trustees confirm that they have had due regard to guidance published by the Charity Commission on public benefit.

Achievements and performance

The Annual Report for 19-20 was not produced due to Covid-19 restrictions and furlough. However, a two year report will be produced this year 20-21 with contributions from staff and volunteers. The report may be a slightly different format but will give a reflection of the last two years.

Key performances:

The Eleventh Annual Band Concert at the Turner Memorial Hall, Mansfield Woodhouse had to be cancelled due to Covid-19 restrictions.

However, funds have been held over until government rules relax restrictions for the concert to take place.

Mansfield Woodhouse Community Development Group

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Report of the trustees (incorporating the directors' report)

for the year ended 31st March 2021

Financial review

Financial Management Policy

The Group has a financial policy that underpins its daily operational functions. Stringent controls on funding allow the Board of Directors/Trustees to monitor finances on a monthly basis; enabling well-informed decisions to be made based on the financial reports.

When a funding budget has been prepared and accepted, financial decisions are made within the constraints of the project. Cheque signatories can authorise payments if the amount is within the agreed budget or the amount is less than £250 and agreed by the Centre and Finance Manager. If the amount does not comply with either of the foregoing, approval is required from the Director/Trustees.

Finance and Marketing is a separate item on the Agenda of monthly Board Meetings, allowing for discussion by all members. These could not take place due to the Covid-19 restrictions but regular updates were circulated.

MWCDG has three accounts; the current, the reserve and the bonus saver. The current account maintains up to £35,000 with all other monies automatically transferred to the reserve account. Transfers between current/reserve and the bonus saver accounts are carried out manually thus maximising benefits to the organisation.

The Village Social Funds are incorporated into the main account but holds a separate classification for the purpose of holding and publicising community social events. These events promote community cohesion.

The Woodhouse Warbler holds separate current and reserve accounts, excess funds are transferred to the main MWCDG account when deemed appropriate.

Donations with specific intentions are treated according to the donor's requests. General donations will be held and used according to the Memorandum and Articles of Association to benefit the charity. Outstanding debts are vigorously pursued reaching small claims court proceedings if necessary.

MWCDG is aiming to maintain reserves for the operation of one year's running costs, though currently functioning below this level. Redundancy liabilities are fully accounted for at all times.

Reserves Policy

Mansfield Woodhouse Community Development Group recognises the need to become sustainable in its activities and to secure a reserve fund in the event of any financial setbacks.

General purpose income (not yet spent, committed or designated) is held as reserves, to ensure that MWCDG could operate, without fear of closure and insolvency. This includes the existing balance and monies owed to the Mansfield Woodhouse Community Development Group.

The Director/Trustee' justification for holding reserves is to enable the charity to continue with its charitable objectives.

This policy is monitored and reviewed by the Director/Trustees on a quarterly basis or more frequently when necessary.

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Report of the trustees (incorporating the directors' report) for the year ended 31st March 2021

Principal Funding Sources

Significant grant support has been received from Nottinghamshire County Council, Midland Landfill Ltd and Awards for All.

Several smaller amounts have been received from various funding sources and Local County and District Councillors. These funds are important factors in providing support for community activities.

The main source of income is from room hire. Tenants have provided a valuable regular source of income helping with financial planning.

The reduction in staffing hours is still counteracted by existing staff and volunteers.

Plans for future periods

MWCDG will continue to provide a service for the people of Mansfield Woodhouse whilst it is valued and supported by the wider community. Funding will always be an issue in the current financial climate, however, with careful planning and management the group aims to continue with its expansion of services, improve its activities and upgrade the Park Road Resource Centre.

MWCDG recognises the need to recruit more volunteers as they play a significant role in the success of the charitable organisation.

Structure, governance and management

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 3rd August 2000 and registered as a charity on 10th November 2000. The company was established under a Memorandum of Association, which established the objects and powers of the charitable company and is governed under its Memorandum and Articles of Association.

Recruitment and Appointment of Directors/Trustees

The directors of the company are also charity trustees for the purposes of charity law and under the Company's Articles are known as members of the Management Committee. Under the requirements of the Memorandum and Articles of Association, all the members of the committee are elected each year at the Annual General Meeting. The existing members of the committee are required to resign their position at the beginning of the Annual General Meeting but are eligible for re-election. Following election of the Chairperson, other Officers/Committee members can then be selected. This can include re-election of former board members or new nominations. New people are recruited generally from commitment shown within other sub-committees or from knowledge of work with other partner organisations. Diversity among the Trustees is regarded as desirable.

Mansfield Woodhouse Community Development Group (A company limited by guarantee)

Report of the trustees (incorporating the directors' report) for the year ended 31st March 2021

Director/Trustee Induction and Training

Potential Directors/Trustees are provided with the following: the most recent Annual Report, an MWCDG information leaflet explaining the work of the organisation and a Charity Commission booklet entitled "The Essential Trustee". An invitation to attend the next monthly Board meeting allows insight into the workings of the Board before making a commitment.

Induction includes:

- The obligations of Directors/Trustees including Governance
- The main documents relating to the operational framework of the charity including the Memorandum and Articles of Association, organisational structure and the Staff and Volunteer Handbooks containing policies and procedures relevant to MWCDG
- A guided tour of Park Road Resource Centre (PRRC)
- Any available support and training
- Future plans

Any previous experience and interests of a new trustee is taken into account to ensure involvement in the most appropriate aspect of the Group's work.

Organisational Structure

There can be no more than twelve Directors/Trustees on the Board at any one time. At the end of March 2020 the Board had ten Directors/Trustees from a variety of backgrounds. A quorum of one third of the Committee is required to make any decision. The Directors/Trustees meet on a monthly basis. The Centre and Finance Manager produces the agenda and relevant papers throughout the financial year in consultation with the Chairman, Honorary Secretary and Treasurer. The papers are circulated electronically at least five working days prior to the meeting, enabling Board members to peruse the papers in good time and therefore allow informed decisions to be made. The Manager attends Board meetings in an advisory capacity but has no voting rights.

Mansfield Woodhouse Community Development Group **(A company limited by guarantee)**

Report of the trustees (incorporating the directors' report) **for the year ended 31st March 2021**

Organisational Structure (continued)

The Directors/Trustees are involved in major decisions within the organisation. At Board Meetings time is allowed for discussion on Finance, Marketing and Governance issues relevant to the organisation.

Related Parties

MWCDG has close links with many local organisations and continues to work in the community through the activities of the Sub-Groups: Village Social and Fund-raising, Community Action Forum (CAF), the Woodhouse Warbler (newsletter), Christmas Lights and The Remembrance Parade Committee.

MWCDG has close links with the users and existing tenants of the Park Road Resource Centre (PRRC):

- West Nottinghamshire College, deliver a vast variety of community courses.
- Disability Nottinghamshire, a registered Charity promoting the independence and choices of all persons with disabilities and impairment within the Nottinghamshire County Council area - excluding Nottingham City.
- The Adventure Service, a venture inspired and initiated by a local couple. The service provides day care services for people with disabilities through a large variety of adventure activities. The service continues to expand.

Independent courses

- Richard Holland, Landscape Artist (Three sessions per week)
- Sherwood U3A provides classes for art, gardening, family history and a writing group.
- Mindful Mansfield - Meditation sessions
- Ear Foundation Clinic holds a monthly "drop-in" clinic for hearing aid users with any problems.

MWCDG continues to work with a variety of organisations from the public, private, statutory and community sectors. The MWCDG mission is also delivered through tenants, partners and users of the Park Road Resource Centre.

Risk Management

The Board is aware of major risks to which the organisation is exposed; appropriate procedures have been established to mitigate risk.

Finance - The financial probity and stability of the organisation is monitored regularly by the Centre and Finance Manager and the Board of Director/Trustees.

Funding - The acquisition of support funding is a priority for both Directors/Trustees and Staff. Services are maintained with assistance when required, from volunteers and Board members. However, current staffing levels create some limit on the extension of community development services due to:

- The necessity to employ paid staff to run the project on behalf of the Directors/Trustees.
- The costs for upkeep and the maintenance of PRRC for the benefit of users and tenants.
- The stability of Tenancy Agreements and full levels of Room Hire.
- The continuation of funding for the Community Adult Learning Service.

MWCDG recognises the need to become self sustainable and to secure a reserve fund in the event of any financial setbacks. It is essential to set aside time and resources for the submission of funding applications.

Policies and procedures are constantly reviewed by the Personnel Sub- Group in conjunction with the Centre & Finance Manager and kept up to date in order to conform to any changes in government legislation.

Health and Safety Policies and procedures are in place and monitored and regularly reviewed to ensure the safety of all users, staff, volunteers, clients and visitors to Park Road Resource Centre.

Mansfield Woodhouse Community Development Group
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Report of the trustees (incorporating the directors' report)
for the year ended 31st March 2021

Statement of trustees' responsibilities

The trustees (who are also directors of Mansfield Woodhouse Community Development Group for the purpose of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

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

On behalf of the board

Peter Sutcliffe
Director/Trustee

Date: 16th March 2022

Mansfield Woodhouse Community Development Group
(A company limited by guarantee)

Independent examiner's report to the trustees of Mansfield Woodhouse Community Development Group.

I report to the charity trustees on my examination of the accounts of Mansfield Woodhouse Community Development Group for the year ended 31st March 2021 set out on pages 11 to 25.

Responsibilities and basis of report

As the charity trustees of the company (and also the directors of the company for 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 company's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a "true and fair view" which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come accross 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.

.....
Christopher Adkin
Chartered Accountant
Adkin Sinclair LLP
32 St John Street
Mansfield

16th March 2022

Mansfield Woodhouse Community Development Group
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Statement of financial activities (incorporating the income and expenditure account)

For the year ended 31st March 2021

	Notes	Unrestricted funds £	Restricted funds £	2021 Total £	2020 Total £
Income from:					
Donations and legacies	2	690	8,463	9,153	24,396
Charitable activities	3	33,213	-	33,213	67,657
Investments	4	13	-	13	73
Other incoming resources	5	53,806	-	53,806	788
Total income		<u>87,722</u>	<u>8,463</u>	<u>96,185</u>	<u>92,914</u>
Expenditure on:					
Charitable activities	6	<u>61,332</u>	<u>14,023</u>	<u>75,355</u>	<u>94,354</u>
Total expenditure		<u>61,332</u>	<u>14,023</u>	<u>75,355</u>	<u>94,354</u>
Net income/(expenditure)		26,390	(5,560)	20,830	(1,440)
Transfer between funds		<u>1,033</u>	<u>(1,033)</u>	-	-
Net movement in funds		27,423	(6,593)	20,830	(1,440)
Total funds brought forward		<u>34,706</u>	<u>19,895</u>	<u>54,601</u>	<u>56,041</u>
Total funds carried forward		<u>62,129</u>	<u>13,302</u>	<u>75,431</u>	<u>54,601</u>

The statement of financial activities includes all gains and losses in the year and therefore a separate statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

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

Mansfield Woodhouse Community Development Group
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Balance sheet
As at 31st March 2021

	Notes	£	2021 £	£	2020 £
Fixed assets					
Tangible assets	12		170		227
Current assets					
Debtors	13	7,723		9,297	
Cash at bank and in hand		75,657		49,587	
		83,380		58,884	
Creditors: amounts falling due within one year	14	(8,119)		(4,510)	
Net current assets			75,261		54,374
Net assets			75,431		54,601
Funds	15				
Restricted income funds			13,302		19,895
Unrestricted income funds			62,129		34,706
Total funds			75,431		54,601

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

Trustees' responsibilities:

* The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;

* The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements were approved by the board on 16th March 2022
and signed on its behalf by

Peter Sutcliffe
Director/Trustee

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

Mansfield Woodhouse Community Development Group
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Notes to the financial statements
For the year ended 31st March 2021

1. Summary of significant accounting policies

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Practice.

1.1. Basis of accounting

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are prepared in sterling which is the functional currency of the charity.

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

1.2. Cashflow

The charity has taken advantage of the exemption in the Charities SORP from the requirement to produce a cashflow statement on the grounds that it is applying FRS 102 Section 1A.

1.3. Fund accounting

Funds held by the charity are either:

* Unrestricted funds - these are funds which are available for use at the discretion of the trustees in furtherance of the general objects of the charity.

* Restricted funds - these are funds which can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or where funds are raised for particular restricted purposes.

Transfers between funds:

Where permitted, the release of restricted funds to unrestricted general or designated funds may be made at the conclusion of a restricted activity. General unrestricted funds may be transferred at the discretion of the trustees to assist in supporting a particular activity.

Mansfield Woodhouse Community Development Group
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Notes to the financial statements
For the year ended 31st March 2021

1.4. Income recognition

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

The work of the charity benefits from many hours of voluntary work contributed by its supporters. In addition, organisations have provided the use of facilities and equipment without charge. Where actual costs can be placed on the value of support given, this has been reflected in the statement of financial activities. The charity is most grateful for this help, without which much of the work could not be achieved.

Donated services and facilities are included at the value to the charity where this can be quantified.

Investment income is included when receivable.

Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

Other incoming resources from charitable activities (e.g. room hire etc.) are accounted for when receivable.

Activities for generating funds are accounted for when receivable.

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Notes to the financial statements

For the year ended 31st March 2021

1.5. Expenditure recognition

Expenditure is recognised on an accrual basis as a liability is incurred and has been classified under categories which most appropriately reflect the use of the resource. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

Costs of generating funds comprise the costs associated with attracting voluntary income and activities for generating funds.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and its services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include costs associated with meeting the constitutional and statutory requirements of the charity and include the accounts examination fees and costs linked to the strategic management of the charity.

Support costs include general management, general office costs, accounting, information technology and human resources and are allocated across the categories of costs of generating funds, charitable expenditure and governance costs.

All costs are allocated between the expenditure categories of the statement of financial activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis e.g. per capita or estimated usage as detailed in the notes to the financial statements.

1.6. Fixed assets

a. Depreciation

Depreciation is calculated using the reducing balance basis method at a rate of 25% per annum or the straight line basis at 10% per annum to write down the cost of fixed assets over their estimated useful lives. All fixed assets in excess of £2,500 are capitalised as recommended by SRB guidelines. Fixed assets costing less than £2,500 are written off in the statement of financial activities against the grants receivable.

b. Property

The charity holds property on trust on behalf of Mansfield Woodhouse Adult School and Institute. During the year, the premises were made available for use by the charity rent free. The premises, Park Road Resource Centre, is a permanent endowment whereby the trustees have no power to convert capital into income and the property is held indefinitely by the trustees on behalf of the Mansfield Woodhouse community.

c. Insurance

The charity has use of equipment with an insured value of £58,000. Where this has been purchased by the charity it is included in fixed assets. The value of equipment on loan is not included in the financial statements.

Mansfield Woodhouse Community Development Group
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Notes to the financial statements
For the year ended 31st March 2021

1.7. Leased assets

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profit on a straight line basis over the lease term.

1.8. Pension scheme

The charity contributes to a stakeholder pension scheme for its employees. The cost is charged to the statement of financial activities as the liability is incurred.

1.9. Capital grants receivable

Grants receivable in respect of capital expenditure in excess of £2,500 are credited to a restricted fund. These funds are reduced over the useful economic life of the assets purchased in line with depreciation.

1.10. Deferred income

The deferred income represents grants and room hire received in advance of future accounting periods.

1.11. Government grants

Government grants are recognised at the fair value of the asset received or receivable. Grants are not recognised until there is reasonable assurance that the company will comply with the conditions attaching to them and the grants will be received.

Government grants are recognised using the accrual model and the performance model.

Under the accrual model, government grants relating to revenue are recognised on a systematic basis over the periods in which the company recognises the related costs for which the grant is intended to compensate. Grants that are receivable as compensation for expenses or losses already incurred or for the purpose of giving immediate financial support to the entity with no future related costs are recognised in income in the period in which it becomes receivable.

Grants relating to assets are recognised in income on a systematic basis over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income and not deducted from the carrying amount of the asset.

Under the performance model, where the grant does not impose specified future performance-related conditions on the recipient, it is recognised in income when the grant proceeds are received or receivable. Where the grant does impose specified future performance-related conditions on the recipient, it is recognised in income only when the performance-related conditions have been met. Where grants received are prior to satisfying the revenue recognition criteria, they are recognised as a liability.

Mansfield Woodhouse Community Development Group
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Notes to the financial statements
For the year ended 31st March 2021

2. Income from donations and legacies

	Unrestricted funds £	Restricted funds £	2021 Total £	2020 Total £
Sundry donations	690	-	690	1,035
Midland Landfill	-	4,583	4,583	5,000
Christmas Lights	-	480	480	724
Thomas Farr Foundation	-	1,000	1,000	-
Social Group	-	-	-	2,283
Band Concert	-	1,800	1,800	1,800
Commissioning	-	-	-	1,334
Friends of YHP Group	-	100	100	-
Speed Sign	-	300	300	300
Awards 4 All	-	-	-	8,388
Butter Stumps	-	200	200	300
Community celebration	-	-	-	200
Remembrance	-	-	-	1,754
Doggy bags	-	-	-	200
Lights switch on event	-	-	-	1,078
	<u>690</u>	<u>8,463</u>	<u>9,153</u>	<u>24,396</u>

Income from donations and legacies was £9,153 (2020 - £24,396) of which £8,463 (2020 - £23,361) was attributable to restricted funds.

3. Income from charitable activities

	Unrestricted funds £	2021 Total £	2020 Total £
Room hire and rent received	29,679	29,679	54,225
Advertising	3,245	3,245	10,401
Recharges	289	289	2,238
Other incoming resources	-	-	793
	<u>33,213</u>	<u>33,213</u>	<u>67,657</u>

Income from Charitable activities was £33,213 (2020 - £67,657) of which £- (2020 - £-) was attributable to restricted funds.

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4. Income from investments

	Unrestricted funds £	2021 Total £	2020 Total £
Bank interest receivable	13	13	73
	<u>13</u>	<u>13</u>	<u>73</u>

Income from Investments was £13 (2020 - £73) of which £- (2020 - £-) was attributable to restricted funds.

5. Other incoming resources

	Unrestricted funds £	2021 Total £	2020 Total £
Government grants recognised directly in income	53,806	53,806	788
	<u>53,806</u>	<u>53,806</u>	<u>788</u>

Income from Other incoming resources was £53,806 (31st March 2020 - £788) of which £- (31st March 2020 - £-) was attributable to restricted funds.

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6. Expenditure on charitable activities

	Unrestricted funds £	Restricted funds £	2021 Total £	2020 Total £
Direct costs:				
Salaries and wages	37,228	3,995	41,223	46,106
Pensions	2,236	-	2,236	2,495
Rates and utilities	429	-	429	936
Light and heat	5,289	-	5,289	5,416
Repairs, maintenance and security	2,735	8,388	11,123	4,097
Furnishing and equipment	1,295	150	1,445	353
Insurance and licences	2,184	-	2,184	2,470
Cleaning and hygiene	1,206	-	1,206	1,002
Travel	7	-	7	30
Telephone and internet	647	-	647	731
Postage and stationery	51	-	51	745
Newsletter	1,741	-	1,741	17,277
Functions, events and hospitality	133	481	614	5,110
Advertising	219	1,000	1,219	1,387
Depreciation	48	9	57	76
Sundry costs	372	-	372	275
Training	-	-	-	335
Bank charges	24	-	24	-
	<u>55,844</u>	<u>14,023</u>	<u>69,867</u>	<u>88,841</u>
Support costs:				
Wages and salaries	3,505	-	3,505	3,801
Governance costs (note 7)	1,983	-	1,983	1,712
	<u>5,488</u>	<u>-</u>	<u>5,488</u>	<u>5,513</u>
Total	<u>61,332</u>	<u>14,023</u>	<u>75,355</u>	<u>94,354</u>

Expenditure on direct charitable activities was £69,867 (2020 - £88,841) of which £14,023 (2020 - £11,720) was attributable to restricted funds.

Expenditure on support costs of charitable activities, excluding governance costs, was £3,505 (2020 - £3,801) of which £- (2020 - £-) was attributable to restricted funds.

Expenditure on governance costs, was £1,983 (2020 - £1,712) of which £- (2020 - £-) was attributable to restricted funds.

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7. Governance costs

	Unrestricted funds £	2021 Total £	2020 Total £
Trustees indemnity insurance	770	770	489
Accountancy and examination	1,200	1,200	1,200
Companies House filing fee	13	13	23
	<u>1,983</u>	<u>1,983</u>	<u>1,712</u>

8. Net income for the year

	2021 £	2020 £
Net income is stated after charging:		
Depreciation and other amounts written off tangible fixed assets	<u>57</u>	<u>76</u>

9. Employees

Employment costs	2021 £	2020 £
Wages and salaries	44,728	49,907
Pension costs	2,236	2,495
	<u>46,964</u>	<u>52,402</u>

No salaries or wages have been paid to the trustees. Expenses of £Nil (2020: £Nil) were reimbursed.
 No employee received emoluments of more than £60,000 (2020 : None).

Number of employees

The average monthly numbers of employees (including the trustees) during the year, calculated on the basis of full time equivalents, was as follows:

	2021 Number	2020 Number
Employees	4	4
Trustees	10	10
	<u>14</u>	<u>14</u>

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10. Pension costs

The company operates a defined contribution pension scheme in respect of its employees. The scheme and its assets are held by independent managers. The pension charge represents contributions due from the company and was as follows:

	2021	2020
	£	£
Pension charge	2,236	2,495

11. Taxation

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

12. Tangible fixed assets

	Fixtures, fittings and equipment £	Total £
Cost		
At 1st April 2020 and At 31st March 2021	59,737	59,737
Depreciation		
At 1st April 2020	59,510	59,510
Charge for the year	57	57
At 31st March 2021	59,567	59,567
Net book values		
At 31st March 2021	170	170
At 31st March 2020	227	227

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13. Debtors

	2021	2020
	£	£
Trade debtors	833	833
Other debtors	4,931	6,631
Prepayments and accrued income	1,959	1,833
	<u>7,723</u>	<u>9,297</u>

14. Creditors: amounts falling due within one year

	2021	2020
	£	£
Other creditors and accruals	<u>8,119</u>	<u>4,510</u>

15. Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total funds
	£	£	£
Fund balances at 31st March 2021 as represented by:			
Tangible fixed assets	145	25	170
Current assets	69,271	14,110	83,381
Current liabilities	(7,287)	(833)	(8,120)
	<u>62,129</u>	<u>13,302</u>	<u>75,431</u>

16. Unrestricted funds

	At 1 April 2020	Incoming resources	Outgoing resources	Transfers	At 31 March 2021
	£	£	£	£	£
Unrestricted funds	<u>34,706</u>	<u>87,722</u>	<u>(61,332)</u>	<u>1,033</u>	<u>62,129</u>

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17. Restricted funds	At 1 April 2020 £	Incoming resources £	Outgoing resources £	Transfers £	At 31 March 2021 £
Village Social Fund	3,252	-	-	-	3,252
Speed Sign	-	300	-	300	600
Security	34	-	(9)	-	25
Grit Bins	690	-	-	-	690
Remembrance	1,908	-	-	-	1,908
Lights switch on event	(617)	-	(481)	1,440	342
Volunteers into Employment (VIE)	271	-	-	-	271
Winding Wheels	624	-	-	-	624
Friends of YHP	59	100	-	-	159
MW Concerts	600	-	-	-	600
Doggy Bags	189	-	-	-	189
Midland Landfill	-	4,583	(3,995)	-	588
Band Concert	1,733	1,800	-	(1,733)	1,800
Christmas Lights	1,764	480	(150)	(1,040)	1,054
Awards For All	8,388	-	(8,388)	-	-
Thomas Farr Foundation	-	1,000	(1,000)	-	-
Butter Stumps	1,000	200	-	-	1,200
	<u>19,895</u>	<u>8,463</u>	<u>(14,023)</u>	<u>(1,033)</u>	<u>13,302</u>

Purposes of restricted funds

Village Social Fund

This project is run by Village Social and Fundraising sub group and manages the income and expenses associated with the functions and events held all year round though major events are the Summer and Christmas Parades.

Speed Sign

This is funding from two local councillors for the management of a Mansfield Woodhouse speed sign. This grant does not include costs for repositioning.

Community Celebration

This is funding received by local County Councillors for the engraving and presentation of the 'Community Champion' trophy to a local volunteer. The winner is selected by the two local County Councillors.

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Security

This fund represents the grants received for the CCTV system, the upgrade of the intruder alarm system and external lighting. This expenditure is included in fixed assets.

Grit Bins

This is funding from local County Councillors to refill ten grit bins throughout Mansfield Woodhouse. Also includes funding to purchase two additional grit bins for the area.

Remembrance

Funds for carrying out the road closure for the Remembrance Day Parade.

Lights switch on event

This pot is for the gathering of funding from various sources towards the Christmas light switch-on event in Mansfield Woodhouse.

Volunteers into Employment (VIE)

VIE is a working neighbourhoods funded project. This is for the employment of two workers to encourage unemployed people back into work through the volunteering route. The total fundings will amount to £53,343.

Winding Wheels

A grant from Mansfield Woodhouse Area Assembly of £5,000 towards the maintenance of commemorative Pit Wheels as part of the package of funding that will include Heritage Lottery

Friends of YHP

Recharges of administration costs such as printing, photocopying, postage etc.

MW Concerts

Monies put aside for arranging a local concert with the aim of raising funds to support the Charity activities.

Welcome sign

A potential fund raising pot to look at replacing the "Welcome to Mansfield Woodhouse" sign that was damaged in a motor vehicle accident.

Commissioning

This is a contractual agreement between MWCDG and NCC to maintain planters in Mansfield Woodhouse and monitor or report other things such as grit bins, street lighting, pot holes etc.

Doggy Bags

Funding from a local district councillor for the purchase of doggy bags; available to the general public free of charge.

Midland Landfill

This is a sponsorship agreement with a local business which is invoiced on a monthly basis to the agreed schedule.

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Band Concert

This is funding from two local councillors for the organisation of a band concert for senior citizens. As part of the agreement, MWCDG retain a management fee.

Christmas Lights

This fund is for the gathering of funding from various sources towards Christmas light decorations in Mansfield Woodhouse.

Awards For All

Funding towards health activities, warbler printing and administration costs.

Thomas Farr Foundation

Funding received towards the production of the Woodhouse Warbler.

Butter Stumps

Monies from two local county councillors towards maintenance work on an information board about the butter stumps.

18. Indemnity insurance

The charity paid for the insurance premiums to indemnify trustees and senior staff from any loss arising from neglect or defaults of trustees or staff and any consequent loss.

19. Going concern

The trustees note the ongoing COVID-19 pandemic and the negative impact of this on the charity and voluntary sector. They are of the view at this time that there are material uncertainties as to the level of activity and cash inflows and outflows that will occur over the coming months. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted cash inflows and outflows are considered to be sufficient with the level of reserves for the charity to be able to continue as a going concern. They are therefore of the view that it is appropriate for the financial statements to continue to be prepared on a going concern basis.

20. Company limited by guarantee

Mansfield Woodhouse Community Development Group is a company limited by guarantee and accordingly does not have a share capital.

Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.