

**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 2023**

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

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

**Legal and administrative information**

|   |   |  |
|---|---|--|
| <b>Charity number</b>                   | 1083291   |  |
| <b>Company registration number</b>      | 04046954  |  |
| <b>Registered office</b>                | Park Road Resource Centre<br>53 Park Road<br>Mansfield Woodhouse<br>Mansfield<br>Nottinghamshire<br>NG19 8ER  |  |
| <b>Trustees</b>                         | Peter Sutcliffe<br>Shannon MacFarlane<br>Walt Gaskell<br>Valerie Devney<br>Barbara Gaskell<br>Jill Usher<br>Robert Wyatt<br>Carol Royce<br>Janet Wright<br>Darrell Johnson<br>Joyce Bosnjak | Chairman<br><br>Vice-Chairman<br>Honorary Secretary<br>Resigned 9th January 2023<br><br>Treasurer<br>Vice-Chairman |
| <b>Secretary/Senior Management Team</b> | James Devonshire<br>James Devonshire  | Company Secretary<br>Centre and Finance Manager  |
| <b>Accountants</b>                      | Adkin Sinclair LLP<br>Sterling House<br>32 St John Street<br>Mansfield<br>Nottinghamshire<br>NG18 1QJ   |  |
| <b>Bankers</b>                          | National Westminster Bank Plc<br>9 Church Street<br>Mansfield<br>Nottinghamshire<br>NG18 1HP  |  |
| <b>Solicitors</b>                       | Alcocks Solicitors<br>Byron House<br>Commercial Street<br>Mansfield<br>Nottinghamshire<br>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 2023**

The trustees present their report and the financial statements for the year ended 31st March 2023. 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:**

Mansfield Woodhouse Community Development Group: Working with the local community to enhance the quality of life for the whole of Mansfield Woodhouse.

#### **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

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

### **Report of the trustees (incorporating the directors' report) for the year ended 31st March 2023**

#### **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 and the restraints caused by the pandemic. The dedicated Staff and volunteers strive to improve the level of services and activities.

The search for funding is ongoing 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 for information and guidance about local services.

Relevant services include the monitoring of a local speed sign.

#### **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. However, issues can also be reported via e-mail or telephone and are put on the action plan to be resolved at the earliest opportunity.

The Village Social and Fundraising sub-group. The Party in the Park was held this summer, providing a variety of entertainment, a barbecue and other refreshments. Other local organizations held stalls with a variety of crafts, competitions and advertising information.

## **Mansfield Woodhouse Community Development Group**

### **(A company limited by guarantee)**

## **Report of the trustees (incorporating the directors' report)**

### **for the year ended 31st March 2023**

#### **Activities Contributing to the Achievement of Objectives (continued)**

The Friends of Yeoman Hill Park (FOYHP) - Work is continuing on the park and the 'Green Flag' status has been retained. However, the search for new members is underway; support has been given by MWCDG.

The Woodhouse Warbler Newsletter - The newsletter has been circulated since November 2000. It has always been successful and very popular with the local community, reaching in excess of 9,000 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.

The newsletter is now back to full capacity and well received.

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'; The first full event after the restriction on numbers was lifted, it was a great success with the local community who were provided with; Christmas musical entertainment, Santa with his sack of goodies, a Snow Globe, candy floss, fluorescent sticks, interactive characters, fairground rides and a variety of free seasonal refreshments. Santa switched on the lights and the Chairman of MWCDG gave a vote of thanks.

The Remembrance Parade Committee - Hundreds of people attended the parade and lined the streets, many moved to the Cenotaph on Yeoman Hill Park for the service. Afterwards a service of Remembrance was held in St Edmunds Church.

#### **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 22-23 was produced with contributions from staff and volunteers. The report is in a similar format to previous years, articles and photographs give a reflection of the year.

Key performances:

The Annual Band Concert was held at the Turner Memorial Hall, Mansfield Woodhouse. Although a free community event, tickets are issued due to limited capacity. Entertainment for the day was provide by Nottinghamshire Police Brass Band and an ABBA tribute act. The Event was sponsored by County Councillors Joyce Bosnjak and Parry Tsimbiridis. Mansfield Community Development Group was responsible for organising the event, including the allocation of tickets and the serving of refreshments. Proceeds from the raffle went to the Mansfield Woodhouse Christmas Lights Fund.

## **Mansfield Woodhouse Community Development Group**

### **(A company limited by guarantee)**

## **Report of the trustees (incorporating the directors' report)**

### **for the year ended 31st March 2023**

#### **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 is a separate item on the Agenda of monthly Board Meetings, allowing for discussion by all members.

MWCDG has three accounts; the current, the reserve and the bonus saver. 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.

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

### **Report of the trustees (incorporating the directors' report) for the year ended 31st March 2023**

#### **Principal Funding Sources**

Significant grant support has been received from Mansfield Council for Voluntary Services, Nottinghamshire County Council, Midland Landfill Ltd, and the lottery 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 2023**

#### **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 2022 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.

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.

## **Mansfield Woodhouse Community Development Group**

### **(A company limited by guarantee)**

## **Report of the trustees (incorporating the directors' report)**

### **for the year ended 31st March 2023**

#### **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.
- The Hear Together Charity 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**  
**(A company limited by guarantee)**

**Report of the trustees (incorporating the directors' report)**  
**for the year ended 31st March 2023**

**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;
- 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: 19th October 2023**

**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 2023 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**

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

**Statement of financial activities (incorporating the income and expenditure account)**

**For the year ended 31st March 2023**

|                                    | Notes | Unrestricted funds<br>£ | Restricted funds<br>£ | 2023<br>Total<br>£ | 2022<br>Total<br>£ |
|------------------------------------|-------|-------------------------|-----------------------|--------------------|--------------------|
| <b>Income from:</b>                |       |                         |                       |                    |                    |
| Donations and legacies             | 2     | 750                     | 17,446                | 18,196             | 25,629             |
| Charitable activities              | 3     | 61,554                  | -                     | 61,554             | 53,685             |
| Investments                        | 4     | 211                     | -                     | 211                | 6                  |
| Other incoming resources           | 5     | 1,540                   | -                     | 1,540              | 16,730             |
| <b>Total income</b>                |       | <u>64,055</u>           | <u>17,446</u>         | <u>81,501</u>      | <u>96,050</u>      |
| <b>Expenditure on:</b>             |       |                         |                       |                    |                    |
| Charitable activities              | 6     | <u>87,466</u>           | <u>20,026</u>         | <u>107,492</u>     | <u>87,762</u>      |
| <b>Total expenditure</b>           |       | <u>87,466</u>           | <u>20,026</u>         | <u>107,492</u>     | <u>87,762</u>      |
| <b>Net income/(expenditure)</b>    |       | (23,411)                | (2,580)               | (25,991)           | 8,288              |
| Transfer between funds             |       | <u>5,056</u>            | <u>(5,056)</u>        | <u>-</u>           | <u>-</u>           |
| <b>Net movement in funds</b>       |       | (18,355)                | (7,636)               | (25,991)           | 8,288              |
| Total funds brought forward        |       | <u>59,856</u>           | <u>23,863</u>         | <u>83,719</u>      | <u>75,431</u>      |
| <b>Total funds carried forward</b> |       | <u>41,501</u>           | <u>16,227</u>         | <u>57,728</u>      | <u>83,719</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**  
**(A company limited by guarantee)**

**Balance sheet**  
**As at 31st March 2023**

|   | Notes | £       | 2023<br>£ | £       | 2022<br>£ |
|---|-------|---------|-----------|---------|-----------|
| <b>Fixed assets</b>                                   |       |         |           |         |           |
| Tangible assets                                       | 12    |         | 95        |         | 128       |
| <b>Current assets</b>                                 |       |         |           |         |           |
| Debtors   | 13    | 6,810   |           | 9,889   |           |
| Cash at bank and in hand                              |       | 55,186  |           | 80,158  |           |
|   |       | 61,996  |           | 90,047  |           |
| <b>Creditors: amounts falling due within one year</b> | 14    | (4,363) |           | (6,456) |           |
| <b>Net current assets</b>                             |       |         | 57,633    |         | 83,591    |
| <b>Net assets</b>                                     |       |         | 57,728    |         | 83,719    |
| <b>Funds</b>  | 15    |         |           |         |           |
| Restricted income funds                               |       |         | 16,227    |         | 23,863    |
| Unrestricted income funds                             |       |         | 41,501    |         | 59,856    |
| <b>Total funds</b>                                    |       |         | 57,728    |         | 83,719    |

For the year ending 31st March 2023 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 19th October 2023 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**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31st March 2023**

**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**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31st March 2023**

**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.



# **Mansfield Woodhouse Community Development Group**

## **(A company limited by guarantee)**

### **Notes to the financial statements**

#### **For the year ended 31st March 2023**

#### **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.

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**Notes to the financial statements**  
**For the year ended 31st March 2023**

**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.

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**Notes to the financial statements**  
**For the year ended 31st March 2023**

**2. Income from donations and legacies**

|                            | <b>Unrestricted<br/>funds<br/>£</b> | <b>Restricted<br/>funds<br/>£</b> | <b>2023<br/>Total<br/>£</b> | <b>2022<br/>Total<br/>£</b> |
|----------------------------|-------------------------------------|-----------------------------------|-----------------------------|-----------------------------|
| Sundry donations           | 750                                 | -                                 | 750                         | 930                         |
| Midland Landfill           | -                                   | 4,999                             | 4,999                       | 5,000                       |
| Notts. County Council      | -                                   | -                                 | -                           | 800                         |
| Christmas Lights           | -                                   | 1,293                             | 1,293                       | 1,840                       |
| Social Group               | -                                   | 1,999                             | 1,999                       | 10                          |
| Mansfield CVS              | -                                   | -                                 | -                           | 4,000                       |
| Band Concert               | -                                   | 800                               | 800                         | -                           |
| Speed Sign                 | -                                   | -                                 | -                           | 600                         |
| Jones Trust                | -                                   | 2,500                             | 2,500                       | -                           |
| Awards 4 All               | -                                   | -                                 | -                           | 9,193                       |
| Remembrance                | -                                   | 2,710                             | 2,710                       | 1,756                       |
| Mansfield Building Society | -                                   | -                                 | -                           | 500                         |
| Groundwork                 | -                                   | -                                 | -                           | 1,000                       |
| Batteries Fund             | -                                   | 250                               | 250                         | -                           |
| Queens Jubilee             | -                                   | 985                               | 985                         | -                           |
| Tour of Britain            | -                                   | 1,910                             | 1,910                       | -                           |
|                            | <u>750</u>                          | <u>17,446</u>                     | <u>18,196</u>               | <u>25,629</u>               |

Income from donations and legacies was £18,196 (2022 - £25,629) of which £17,446 (2022 - £24,699) was attributable to restricted funds.

**3. Income from charitable activities**

|                             | <b>Unrestricted<br/>funds<br/>£</b> | <b>2023<br/>Total<br/>£</b> | <b>2022<br/>Total<br/>£</b> |
|-----------------------------|-------------------------------------|-----------------------------|-----------------------------|
| Room hire and rent received | 48,044                              | 48,044                      | 40,123                      |
| Advertising                 | 11,696                              | 11,696                      | 10,313                      |
| Recharges                   | 1,814                               | 1,814                       | 3,249                       |
|                             | <u>61,554</u>                       | <u>61,554</u>               | <u>53,685</u>               |

Income from Charitable activities was £61,554 (2022 - £53,685) of which £- (2022 - £-) was attributable to restricted funds.

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**Notes to the financial statements**  
**For the year ended 31st March 2023**

**4. Income from investments**

|                          | <b>Unrestricted<br/>funds<br/>£</b> | <b>2023<br/>Total<br/>£</b> | <b>2022<br/>Total<br/>£</b> |
|--------------------------|-------------------------------------|-----------------------------|-----------------------------|
| Bank interest receivable | 211                                 | 211                         | 6                           |
|                          | <u>211</u>                          | <u>211</u>                  | <u>6</u>                    |

Income from Investments was £211 (2022 - £6) of which £- (2022 - £-) was attributable to restricted funds.

**5. Other incoming resources**

|   | <b>Unrestricted<br/>funds<br/>£</b> | <b>2023<br/>Total<br/>£</b> | <b>2022<br/>Total<br/>£</b> |
|---|-------------------------------------|-----------------------------|-----------------------------|
| Gain on disposal of tangible fixed assets       | 110                                 | 110                         | -                           |
| Government grants recognised directly in income | 1,430                               | 1,430                       | 16,730                      |
|   | <u>1,540</u>                        | <u>1,540</u>                | <u>16,730</u>               |

Income from Other incoming resources was £1,540 (31st March 2022 - £16,730) of which £- (31st March 2022 - £-) was attributable to restricted funds.

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**Notes to the financial statements**  
**For the year ended 31st March 2023**

**6. Expenditure on charitable activities**

|                                   | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | 2023<br>Total<br>£ | 2022<br>Total<br>£ |
|-----------------------------------|----------------------------|--------------------------|--------------------|--------------------|
| <b>Direct costs:</b>              |                            |                          |                    |                    |
| Salaries and wages                | 52,049                     | 5,000                    | 57,049             | 52,103             |
| Pensions                          | 3,091                      | -                        | 3,091              | 2,824              |
| Rates and utilities               | 551                        | -                        | 551                | 893                |
| Light and heat                    | 5,474                      | 833                      | 6,308              | 6,641              |
| Repairs, maintenance and security | 2,262                      | 26                       | 2,288              | 2,859              |
| Furnishing and equipment          | 375                        | 6,613                    | 6,988              | 1,543              |
| Insurance and licences            | 2,991                      | -                        | 2,991              | 3,087              |
| Cleaning and hygiene              | 1,737                      | 2                        | 1,739              | 1,140              |
| Travel                            | 2                          | 22                       | 25                 | 28                 |
| Telephone and internet            | 583                        | -                        | 583                | 486                |
| Postage and stationery            | 353                        | -                        | 353                | 507                |
| Newsletter                        | 9,439                      | -                        | 9,439              | 5,674              |
| Functions, events and hospitality | 396                        | 4,520                    | 4,917              | 807                |
| Advertising                       | 1,038                      | 3,010                    | 4,048              | 2,608              |
| Depreciation                      | 33                         | -                        | 33                 | 42                 |
| Sundry costs                      | 16                         | -                        | 16                 | -                  |
| Training                          | 192                        | -                        | 192                | 108                |
|                                   | <u>80,582</u>              | <u>20,026</u>            | <u>100,611</u>     | <u>81,350</u>      |
| <b>Support costs:</b>             |                            |                          |                    |                    |
| Wages and salaries                | 4,760                      | -                        | 4,760              | 4,369              |
| Governance costs (note 7)         | 2,124                      | -                        | 2,124              | 2,043              |
|                                   | <u>6,884</u>               | <u>-</u>                 | <u>6,884</u>       | <u>6,412</u>       |
| <b>Total</b>                      | <u>87,466</u>              | <u>20,026</u>            | <u>107,495</u>     | <u>87,762</u>      |

Expenditure on direct charitable activities was £100,611 (2022 - £81,350) of which £20,026 (2022 - £9,238) was attributable to restricted funds.

Expenditure on support costs of charitable activities, excluding governance costs, was £4,760 (2022 - £4,369) of which £- (2022 - £-) was attributable to restricted funds.

Expenditure on governance costs, was £2,124 (2022 - £2,043) of which £- (2022 - £-) was attributable to restricted funds.

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**Notes to the financial statements**  
**For the year ended 31st March 2023**

**7. Governance costs**

|                              | <b>Unrestricted<br/>funds<br/>£</b> | <b>2023<br/>Total<br/>£</b> | <b>2022<br/>Total<br/>£</b> |
|------------------------------|-------------------------------------|-----------------------------|-----------------------------|
| Trustees indemnity insurance | 786                                 | 786                         | 830                         |
| Accountancy and examination  | 1,200                               | 1,200                       | 1,200                       |
| Companies House filing fee   | 138                                 | 138                         | 13                          |
|                              | <u>2,124</u>                        | <u>2,124</u>                | <u>2,043</u>                |

**8. Net income for the year**

|  | <b>2023<br/>£</b> | <b>2022<br/>£</b> |
|--|-------------------|-------------------|
| Net income is stated after charging:                             |                   |                   |
| Depreciation and other amounts written off tangible fixed assets | <u>33</u>         | <u>42</u>         |
| and after crediting:   |                   |                   |
| Profit on disposal of tangible fixed assets                      | <u>110</u>        | <u>-</u>          |

**9. Employees**

| <b>Employment costs</b> | <b>2023<br/>£</b> | <b>2022<br/>£</b> |
|-------------------------|-------------------|-------------------|
| Wages and salaries      | 61,809            | 56,472            |
| Pension costs           | 3,091             | 2,824             |
|                         | <u>64,900</u>     | <u>59,296</u>     |

No salaries or wages have been paid to the trustees. Expenses of £Nil (2022: £Nil) were reimbursed.  
No employee received emoluments of more than £60,000 (2022 : 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:

|           | <b>2023<br/>Number</b> | <b>2022<br/>Number</b> |
|-----------|------------------------|------------------------|
| Employees | 4                      | 4                      |
| Trustees  | <u>11</u>              | <u>11</u>              |
|           | <u>15</u>              | <u>15</u>              |

**Mansfield Woodhouse Community Development Group**  
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**Notes to the financial statements**  
**For the year ended 31st March 2023**

**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:

|                | <b>2023</b> | <b>2022</b> |
|----------------|-------------|-------------|
|                | <b>£</b>    | <b>£</b>    |
| Pension charge | 3,091       | 2,824       |

**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**

|   | <b>Fixtures,<br/>fittings and<br/>equipment<br/>£</b> | <b>Total<br/>£</b> |
|---|---|--------------------|
| <b>Cost</b>                                 |   |                    |
| At 1st April 2022 and<br>At 31st March 2023 | 59,737  | 59,737             |
| <b>Depreciation</b>                         |   |                    |
| At 1st April 2022                           | 59,609  | 59,609             |
| Charge for the year                         | 33  | 33                 |
| At 31st March 2023                          | 59,642  | 59,642             |
| <b>Net book values</b>                      |   |                    |
| At 31st March 2023                          | 95  | 95                 |
| At 31st March 2022                          | 128   | 128                |

**Mansfield Woodhouse Community Development Group**  
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**Notes to the financial statements**  
**For the year ended 31st March 2023**

**13. Debtors**

|                                | <b>2023</b>  | <b>2022</b>  |
|--------------------------------|--------------|--------------|
|                                | <b>£</b>     | <b>£</b>     |
| Trade debtors                  | 833          | 833          |
| Other debtors                  | 4,033        | 6,940        |
| Prepayments and accrued income | 1,944        | 2,116        |
|                                | <u>6,810</u> | <u>9,889</u> |

**14. Creditors: amounts falling due within one year**

|                              | <b>2023</b>  | <b>2022</b>  |
|------------------------------|--------------|--------------|
|                              | <b>£</b>     | <b>£</b>     |
| Other creditors and accruals | <u>4,363</u> | <u>6,456</u> |

**15. Analysis of net assets between funds**

|   | <b>Unrestricted funds</b> | <b>Restricted funds</b> | <b>Total funds</b> |
|---|---------------------------|-------------------------|--------------------|
|   | <b>£</b>                  | <b>£</b>                | <b>£</b>           |
| Fund balances at 31st March 2023 as represented by: |                           |                         |                    |
| Tangible fixed assets                               | 76                        | 19                      | 95                 |
| Current assets                                      | 45,788                    | 16,208                  | 61,996             |
| Current liabilities                                 | (4,363)                   | -                       | (4,363)            |
|   | <u>41,501</u>             | <u>16,227</u>           | <u>57,728</u>      |

**16. Unrestricted funds**

|                    | <b>At 1 April 2022</b> | <b>Incoming resources</b> | <b>Outgoing resources</b> | <b>Transfers</b> | <b>At 31 March 2023</b> |
|--------------------|------------------------|---------------------------|---------------------------|------------------|-------------------------|
|                    | <b>£</b>               | <b>£</b>                  | <b>£</b>                  | <b>£</b>         | <b>£</b>                |
| Unrestricted funds | <u>59,856</u>          | <u>64,055</u>             | <u>(87,466)</u>           | <u>5,056</u>     | <u>41,501</u>           |



**Mansfield Woodhouse Community Development Group**  
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**Notes to the financial statements**  
**For the year ended 31st March 2023**

| <b>17. Restricted funds</b>      | <b>At<br/>1 April<br/>2022<br/>£</b> | <b>Incoming<br/>resources<br/>£</b> | <b>Outgoing<br/>resources<br/>£</b> | <b>Transfers<br/>£</b> | <b>At<br/>31 March<br/>2023<br/>£</b> |
|----------------------------------|--------------------------------------|-------------------------------------|-------------------------------------|------------------------|---------------------------------------|
| Village Social Fund              | 3,259                                | 1,999                               | (1,743)                             | (1,989)                | 1,526                                 |
| Speed Sign                       | 300                                  | -                                   | -                                   | -                      | 300                                   |
| Security                         | 19                                   | -                                   | -                                   | -                      | 19                                    |
| Grit Bins                        | 690                                  | -                                   | -                                   | (690)                  | -                                     |
| Remembrance                      | 1,717                                | 2,710                               | (1,076)                             | -                      | 3,351                                 |
| Volunteers into Employment (VIE) | 271                                  | -                                   | -                                   | -                      | 271                                   |
| Winding Wheels                   | 624                                  | -                                   | -                                   | 497                    | 1,121                                 |
| Friends of YHP                   | 157                                  | -                                   | -                                   | -                      | 157                                   |
| MW Concerts                      | 600                                  | -                                   | -                                   | -                      | 600                                   |
| Doggy Bags                       | 189                                  | -                                   | (14)                                | -                      | 175                                   |
| Midland Landfill                 | 417                                  | 5,000                               | (5,000)                             | -                      | 417                                   |
| Nottinghamshire County Council   | 300                                  | -                                   | -                                   | -                      | 300                                   |
| Tour of Britain                  | -                                    | 1,910                               | (822)                               | (1,088)                | -                                     |
| Groundwork                       | 1,000                                | -                                   | (1,000)                             | -                      | -                                     |
| Band Concert                     | 1,800                                | 800                                 | (537)                               | (1,289)                | 774                                   |
| Christmas Lights                 | 2,127                                | 1,292                               | (1,625)                             | -                      | 1,794                                 |
| Jones Trust                      | -                                    | 2,500                               | (833)                               | -                      | 1,667                                 |
| Batteries                        | -                                    | 250                                 | (184)                               | -                      | 66                                    |
| Awards For All                   | 9,193                                | -                                   | (5,504)                             | -                      | 3,689                                 |
| Queens Jubilee                   | -                                    | 985                                 | (985)                               | -                      | -                                     |
| Butter Stumps                    | 1,200                                | -                                   | (703)                               | (497)                  | -                                     |
|                                  | <u>23,863</u>                        | <u>17,446</u>                       | <u>(20,026)</u>                     | <u>(5,056)</u>         | <u>16,227</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.

**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.

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

### **Notes to the financial statements For the year ended 31st March 2023**

#### **Remembrance**

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

#### **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**

Donation for Friends of Yeoman Hill Park paid to MWCDC to be used towards administration support costs.

#### **MW Concerts**

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

#### **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.

#### **Nottinghamshire County Council**

This was funding from Councillor Anne Callaghan towards any activities that are of benefit to the community.

#### **Tour of Britain**

Funding support for helping arrange, organise and facilitate the Mansfield Woodhouse section of the Tour of Britain 2022.

#### **Groundwork**

This was funding towards the annual Summer Event activities.

#### **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 pot is for the gathering of funding from various sources towards Christmas light switch on event in Mansfield Woodhouse and any new street lights that may be required.

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**Notes to the financial statements**  
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**Jones Trust**

Cost of living funding towards gas expenses.

**Batteries**

Funding towards hearing aid batteries; provided to the community free of charge.

**Awards For All**

Funding towards new flooring for Park Road Resource Centre.

**Queens Jubilee**

Funding towards the Queen's Jubilee "Picnic In The Park" celebrations.

**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 recognise the continuing difficulties impacting on the charity and voluntary sector. They are of the view at this time that there continues to be some 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.