

BRIGHTON & HOVE COMMUNITY WORKS

England & Wales · Charity number 1087481

Details

Other names	THE BRIGHTON & HOVE COMMUNITY & VOLUNTARY SECTOR FORUM, THE BRIGHTON & HOVE VOLUNTARY SECTOR FORUM
Status	Registered
Legal form	Charitable company
Company number	03895635
Registered	2001-07-12
Register	View on the Charity Commission register

Contact

Address	Community Works Community Base 113 Queens Road Brighton BN1 3XG
Phone	01273234023
Email	ceo@bhcommunityworks.org.uk
Website	www.bhcommunityworks.org.uk

Activities

Objects: 1. TO PROMOTE ANY CHARITABLE PURPOSES FOR THE BENEFIT OF THE PUBLIC, PRINCIPALLY BUT NOT EXCLUSIVELY IN THE LOCAL GOVERNMENT AREA OF BRIGHTON AND HOVE AND ITS ENVIRONS (HEREINAFTER CALLED THE "AREA OF BENEFIT") AND, IN PARTICULAR, BUILD THE CAPACITY OF THIRD SECTOR ORGANISATIONS AND PROVIDE THEM WITH THE NECESSARY SUPPORT, INFORMATION AND SERVICES TO ENABLE THEM TO PURSUE OR CONTRIBUTE TO ANY CHARITABLE PURPOSE. 2. TO PROMOTE, ORGANISE AND FACILITATE CO-OPERATION AND PARTNERSHIP WORKING BETWEEN THIRD SECTOR, STATUTORY AND OTHER RELEVANT BODIES IN THE ACHIEVEMENT OF THE ABOVE PURPOSES WITHIN THE AREA OF BENEFIT.

Activities: Develop and strengthen community groups and voluntary organisations to survive and thrive. Build a strong, vibrant base for volunteering and voluntary activity. Promote and support influential and effective partnerships amongst our stakeholders. Develop our organisation to be effective and sustainable.

Classification

- **How:** Acts As An Umbrella Or Resource Body
- **What:** General Charitable Purposes
- **Who:** Other Charities Or Voluntary Bodies

Geography

- **Area of benefit:** BRIGHTON AND HOVE
- Brighton And Hove
- West Sussex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£962,421	£1,093,175	£367,656	19
2024-03-31	£1,587,750	£1,336,466	£498,411	18
2023-03-31	£887,757	£924,648	£247,127	17
2022-03-31	£904,452	£906,005	£284,018	18
2021-03-31	£867,165	£878,738	£285,571	20

Trustees

Name	Role	Appointed
Diana Penly		2025-06-19
Geoffrey David Shanks		2021-11-23
Geoffrey William Brown		2021-11-18
Ian Morris Bretman		2023-01-23
Pamela Jean Mitchell		2020-03-03
Prasad Sasidharan		2025-03-06
Rebecca Louise Jarman		2023-03-28
Tamas Adam Scsaurszki		2025-02-18

Accounts

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025
FOR
BRIGHTON & HOVE COMMUNITY WORKS
(A COMPANY LIMITED BY GUARANTEE)

Chariot House Limited
Chartered Accountants
44 Grand Parade
Brighton
East Sussex
BN2 9QA

BRIGHTON & HOVE COMMUNITY WORKS

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FOR THE YEAR ENDED 31 MARCH 2025

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BRIGHTON & HOVE COMMUNITY WORKS

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2025

The trustees of the charity, who are also directors of the company limited by guarantee for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st March 2025. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Strategic Objectives and aims

OUR KEY ACHIEVEMENTS

In 2024-25, rising costs, wage pressures, and funding uncertainty forced many Voluntary Community Sector Enterprise (VCSE) organisations to review services. Increased demand for services (e.g. poverty, mental health, homelessness) stretched capacity and council funding pressures leading to uncertainty of the level of funding for the VCSE sector. The National Council for Voluntary Organisations (NCVO) and Association of Chief Executives of Voluntary Organisations (ACEVO) published a Voluntary Sector Manifesto calling for stronger collaboration, funding reform, and recognition of VCSE expertise.

Together, we continue to elevate voices from the VCSE sector, shaping policy, and driving meaningful impact across Sussex, which has included:

Supporting 1185 people from 529 organisations in Adur, Worthing, Brighton & Hove and West Sussex, including:

- Total member organisations is 573. This is a reduction of 87 members from 2024. The main reason is reduction in funding for organisations with some organisations closing during the year due to reduced funding.
- Helping VCSE consortia and partnerships secure funding of over £1,612,927. Over the past few years, the work we undertook across Adur and Worthing helped raise over £2 million+. In 2024/25 we successfully secured a further £155,000 of funding for the important and much needed work of the Sussex VCSE Leaders Alliance (SLVA), which will enable strategic growth of the work into 2025/26. We helped West Sussex County Council to distribute £35,000 to seven VCSE organisations as part of the Towards Zero HIV Reduction Programme.
- Volunteers gave 4025 hours to support our Volunteer Centre.
- 1,491 volunteering opportunities were advertised via our Volunteer Centre with 1,106 people registering their interest to become volunteers from across Brighton & Hove, Adur & Worthing and West Sussex
- The Volunteer Centre started going into the Brighton Job Centre for pre-booked appointments to support skills development via volunteering.
- 33 elected community representatives who represent the sector's interests and share knowledge and expertise to help influence strategy, policy and decision making.
- Operated over 35 sector networks such as West Sussex VCS Links, Community Food Network, CEO Groups, Health and Social Care Network, Volunteer Coordinator Forum and the Sussex VCSE Leaders Alliance.
- 169,650 web visits and 15,362 newsletters and updates were sent to member organisations
- 2,103 advice, support and information interactions sessions.
- 959 people from organisations accessed training, events, and networks. Topics included: marketing, website and social media training, managing ill health and disability, trustee roles and responsibilities and we hosted 14 National Lottery session where members could meet then Lottery for advice on funding.
- Contributed to 76 areas of strategic and operational planning at local, regional, and national level.
- 98.7% of individuals accessing online information and face-to-face support reported improvement in their knowledge on leadership, governance and fundraising.

BRIGHTON & HOVE COMMUNITY WORKS

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31 MARCH 2025**

Our commitment to being a more equitable and environmentally active organisation

We focused on equalities, particularly supporting small and micro 'by and for' organisations. This was especially evident in work with member groups within the Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, Intersex and Asexual (LGBTQIA+) community, where we facilitated communication with external organisations such as The Rainbow Fund and Brighton & Hove Pride. Our Volunteer Centre team of staff and volunteers prioritised support for 33 Black, Asian, Minority Ethnic and Refugee communities (BAMER), LGBTQI and disability groups in promoting their volunteering opportunities (out of a total of 145 organisations). Our training included a topic specifically focused on Equality, Diversity and Inclusion for Commissioning. We worked with Bridging Change, an infrastructure organisation for Black and minoritised ethnic people, to support their development, including enabling them to employ project staff.

Climate Action: We helped to establish a city-wide partnership involving Trust for Developing Communities (TDC), Brighton & Hove City Council (BHCC) and 16 other organisations, that successfully gained funding from the National Lottery Communities Fund for the Climate for Communities programme to start in 2025. Our role will be to support local organisations to learn and develop their climate action work and train Green Champions in their organisations to improve environmental awareness and sustainable practices.

Values, Vision and Mission:

We revised our Vision, Mission and Values in 2024

Our Values

We are:

- Connected
- Innovative
- Inclusive

Our Vision

The wider community benefits from an effective and thriving Voluntary, Community and Social Enterprise (VCSE) sector

Our Mission

CONNECTING

We connect people and organisations to create collaborations capable of delivering change

SUPPORTING

We provide leadership and learning opportunities so people can make a positive difference in their communities

CHALLENGING

We look to challenge, seek opportunities and find innovative ways to create meaningful change

Delivering our Mission:

Connecting:

Action Learning Set

Our Action Learning Set (ALS) for leaders was delivered by an expert facilitator and focused on work challenges. The ALS was a structured group which met once a month for six months with the same people attending each time. Attendees took turns to present and explore live work issues with support from other set members. The emphasis was on action and reflection.

ALS members learned to:

- Develop their confidence and resilience as a leader
- Explore and find a way forward with an issue
- Learn to ask the right questions rather than offer advice or a quick fix

BRIGHTON & HOVE COMMUNITY WORKS

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31 MARCH 2025**

"Gives space for personal as well as professional development - consistently a very non-judgemental culture."

"A unique experience: time, space, and peer support. Invaluable."

"This is the first block of time I've actively protected for myself month by month - the value is huge."

Chief Executive Officer (CEO) Network Highlights 2024/25

The CEO Network provided a valued space for charity leaders to share experiences, challenges, and practical solutions. Discussions focused on:

- Human Resources and Staffing: staff wellbeing, hybrid working, salary benchmarking, recruitment, and Occupational Health.
- Governance: trustee training and liability insurance.
- Fundraising: online donation tools and freelance fundraiser recommendations.
- Operational Support: sourcing consultants, accountants, and clinical supervisors.
- Policy and Ethics: codes of conduct, behaviour statements, and ethical use of Artificial Intelligence.
- Collaboration: members explored co-working, shared office space, and joint project development.

The network continues to strengthen leadership, foster peer support, and encourage cross-sector collaboration.

Supporting

"Without their recent support we would not have known how to access funding to expand our organisation... All the team go above and beyond."

West Tarring Young People's Hub

Trustee training

Trustees are the volunteers who take ultimate responsibility for the effective running of a charity, acting as the guardians of finances, people, premises and service delivery. Trustees come from all walks of life and may bring valuable experience from lived or professional experience, but they don't always get a thorough induction into their roles and responsibilities.

Our 'Trustee Induction' training sessions cover the six essential duties of a trustee as well as effective decision-making, the governance calendar, managing risk and working well as a team.

"Very clear overview of the trustee role and responsibilities. Lots of additional links to other resources to take away."

"I gained an understanding of the role and encouragement to challenge."

"A simple outline of expectations for the role and responsibilities of Trustees plus ideas around 'good governance.'"

Members have found "input from Community Works to be of great value...helping us structure our charity correctly and advising us on which route to take". As a result, grass roots organisations have grown into fully formed charities: "building further community relationships and proved to be a source of funding (opportunities)"

Challenging

In 2024-25 we again responded to BHCC's budget proposal and successfully helped to reverse some proposed cuts to the VCSE sector. Our Position Statement presented the VCSE's response to the BHCC budget proposals for 2024/25. While recognising the significant challenges on the Council of a projected budget gap of c.£14m, during a very difficult economic climate characterised by high inflation, rising interest rates and increasing demand on services. Community Works maintained our strong commitment to working in partnership to find mutually beneficial solutions, including alternative ways to achieve savings. The statement included implications of cuts to areas such as:

- Families Children and Learning

- Health and Adult Social Care
- Housing, Neighbourhoods and Communities
- Economy, Environment and Culture

We have reviewed and updated our strategic objectives, and Community Works' new strategic objectives are:

Voluntary and Community Organisations (VCOs) have safe and supportive spaces to connect to each other

- More organisations working together in safe and supportive ways
- Increased number of 'by & for' organisations receiving support from Community Works
- Increased awareness of Equity, Diversity, Inclusion and intersectionality amongst community organisations

VCOs have the knowledge, skills and resources to run effectively

- VCOs offer good quality volunteering opportunities
- VCOs increase the level of funding they bring in to our local areas
- VCOs increase their knowledge and skills in the 'Five Pillars' of Community Work support (People, Equality Diversity and Inclusion, Governance & Leadership, Operations, Partnerships & Collaborations)

The knowledge and expertise of the VCSE sector is valued and celebrated

- Amplified voice of the sector
- Increased awareness of the value and contribution of VCSE
- Improved access for VCSE in decision-making spaces

Individuals, businesses and stakeholders know how to engage in and support social action

- Increased access to volunteering opportunities for local people
- Improved cross-sector understanding and partnership
- Increased value and benefit from VCSE and stakeholders working together

STRATEGIC REPORT

Financial review

Financial Review

The accounts declared in this report have been prepared in accordance with Statement of Recommended Practice: Accounting for Charities (SORP 2019) and with relevant company and charity legislation and regulations. The Statement of Financial Activities shows Community Works' income from all sources and how this was expended, and the split of activity between restricted and unrestricted funds.

Overview

During the year ended 31 st March 2025, we generated an overall deficit on unrestricted funds of £66,605 which was part of net reduction in all funds of £130,754. In the previous year, we suffered a deficit of £48,866 on unrestricted funds, which was nevertheless part of a net increase in all funds of £251,284. Deficits on unrestricted funds have been met from unrestricted reserves, which now stand at £131,657.

Total incoming resources for 2024/5 amounted to £962,421 compared to £1,587,750 in the previous year, a decrease of £625,329. The main reason for the decrease in income was due to the impact of deferred income in 2023/24 that had been ringfenced for operational use from the National Health Services Sussex (NHS Sussex). Plus, reduced predicted income from The Big Lottery grant for a project for Sompting Big Local and from most other funders.

A full breakdown of grants received by Community Works is shown in Note 2 to the accounts. Note 14 also includes details of all those grants carried forward to 2025/6 as Restricted reserves.

Total expenditure for 2024/25 amounted to £1,093,975 compared to £1,336,466 in the previous year, a decrease of £242,491. The main factors accounting for this decrease in expenditure are reduced distributions to partners, with reduced staff and office costs being offset by higher project and establishment costs.

In line with SORP 2019, expenditure is analysed into two main categories: charitable activities and costs of generating funds. Charitable activities comprise the main work of the charity. Expenditure on charitable activities was £1,087,894 in 2024/5, compared to £1,326,868 in the previous year, a decrease of £238,974.

Financial outlook

Community Works' immediate financial position is stable and secure for 2025/6. Trustees acknowledge and appreciate the ongoing support of our major funders: Brighton & Hove City Council, Brighton & Hove Health and Care Partnership, Adur & Worthing Councils, West Sussex County Council, West Sussex Health and Care Partnership, the Big Lottery Fund and NHS Sussex.

Trustees are acutely aware of the significant additional financial pressures on all Public Sector funders arising from the cost of living crisis. Currently, funding continues to be received in respect of the new agreements and it has been possible to continue Community Works' full range of activities, refocused and/or re-timetabled where appropriate in consultation with funders.

Trustees have recognised the need to broaden the sources of income available to the organisation, and during 2025/6 will continue to invest in strengthening income generation capacity within the organisation.

All organisations in the voluntary sector face great uncertainty and turbulence in the external funding environment and Community Works will work collaboratively with partners to mitigate the impact on the communities that we serve. Prudent management of our reserves should put Community Works in a good place to respond to the challenges ahead

STRATEGIC REPORT

Financial review

Investment policy

Trustees budget to spend all of the organisation's income on planned charitable activities, and the funds held in reserve are very modest in relation to the organisation's turnover and may be required at short notice. Trustees have maintained their policy that funds should be retained as cash and held in bank accounts at the best rate of interest available.

Trustees also recognise that interest rates in the current economic climate only provide very limited opportunity to generate profit on bank deposits and that protection under the Financial Services Compensation Scheme (FSCS) bank deposit protection scheme is currently limited to £85,000 per institution. Community Works' surplus funds and reserves continue to be spread widely across a number of institutions.

Reserves policy

Community Works is committed to using its resources in pursuit of its charitable objectives. It is also committed, however, to maintaining a level of reserves that is prudent to meeting ongoing liabilities, sufficient to ensure that all delivery commitments can be met and to protect the long-term future of Community Works' operations.

Community Works' policy seeks to balance these priorities by holding a level of reserves which equate to unavoidable expenditure of the charity during the anticipated closure period.

The reserves policy will fund:

- Any redundancy payments due to employees and support to employees in finding alternative employment
- Ongoing core running costs during any wind-up period
- Terminating service contracts, such as office rent and equipment
- Accountancy, audit and other professional costs
- Contingency sum for outstanding liabilities.

Trustees have established a Closure Costs Fund at a sum approximately equating to redundancy costs for all staff and other associated closing down costs. As of 31st March 2025, this sum is £60,000.

The Board of Trustees continues to review the organisation's reserves policy, taking account of Charity Commission guidance as set out in its publication 'Beyond Reserves'.

Trustees monitor the level of reserves quarterly and take appropriate action if reserves fall outside the desired range.

PLANS FOR THE FUTURE

The pandemic meant we had to put many important pieces of work on hold or delay the start of the work. This work will recommence in the next year and includes:

- Complete the review and update of our new strategic plan for the organisation
- Support the organisation as we continue to navigate and operate in a challenging financial context
- Build on our Environmental work
- Continuation and development of the commitment across the organisation to improve our diversity and inclusion work and create more inclusive and safe working spaces
- Development work related to increasing VCSE leadership engagement with changing NHS structures locally and across Sussex
- Continue to identify new areas of delivery based on needs of our partners and members

BRIGHTON & HOVE COMMUNITY WORKS

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31 MARCH 2025**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Working Name

Community Works

Structure and Management

Community Works is a charitable company limited by guarantee; it was incorporated (as the Brighton and Hove Community and Voluntary Sector Forum) on 13 December 1999 and registered as a charity on 13 July 2001. Its name was changed to Brighton & Hove Community Works on 17 December 2013.

Community Works was established under a Memorandum of Association, which describes the objects and powers of the charity. The charity is governed under its Articles of Association. Under those Articles, Trustees are elected from the Community Works' Membership at the Annual General Meeting. One third of the elected, and all of the co-opted, Trustees must retire at each subsequent Annual General Meeting. All members of the Trustee Board give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity are set out in the note 7 to the accounts.

Members have guaranteed to contribute a maximum of £1 each in the event of the charitable company being wound up.

Governance and Decision Making

The Board of Trustees governs Community Works. It meets at least four times a year to discuss and review strategy, planning, development and financial matters. Day-to-day management of the charity is delegated to the Chief Executive, Jessica Sumner.

Where appropriate and necessary, sub-committees or working groups are established, with delegated authority from the full Board to undertake detailed reviews, analysis or policy development, in conjunction with Community Works members, and to report back findings and recommendations to the full Board. During 2024/25, three sub-committees were in operation: Finance and Risk, Personnel and Equalities, Strategic Development with ad hoc Task and Finish Groups being formed to take forward specific areas of work.

Recruitment, appointment, induction and training of trustees

The Trustee Board has established procedures for recruiting and supporting Trustees.

- Trustees are recruited from the membership through an election process and ratified by Members at the Annual General Meeting. A further five Trustees can be co-opted by the Board at any time.
- Trustees are elected/co-opted with a view to ensuring Community Works has a wide variety of skills, knowledge and experience, including of the community and voluntary sector, business management, legal, financial, marketing and fundraising.
- A Trustees' skills audit is conducted at regular intervals. Where skills, knowledge or experience gaps are identified, additional Trustees are recruited, using wide and inclusive search methods such as advertising and networking with other organisations. An induction and ongoing training programme are also provided to ensure that Trustees are aware of their responsibilities, understand Community Works' objectives and are committed to refreshing their skills and knowledge in relation to trusteeship and good governance.

BRIGHTON & HOVE COMMUNITY WORKS

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2025

STRUCTURE, GOVERNANCE AND MANAGEMENT

Key management remuneration

- To set the pay and rewards properly for employees, there is a need to make informed judgements as well as adhering to the charity's governance and constitutional arrangements.
- Trustees are legally and constitutionally responsible for setting rates of pay and this responsibility is delegated to the Personnel and Equalities Sub-Committee.
- In deciding on levels of pay for all staff, the following factors will be taken into account: the purpose, aims and values of the charity, competences, the strategic plan and need, ability to pay, performance, the wider 'employment offer' and recruitment and retention. These factors are not exclusive, and any decision will inevitably include an element of discretion on the part of trustees.
- Community Works' remuneration policy sets out the process for deciding the salary for staff posts and for each staff member

The salary of key management personnel in 2024/25 was £57,808 (2023/24: £57,808), including Employers' National Insurance contributions and a 5% pension contribution.

Connections to Wider Networks

Community Works is well networked through membership of umbrella bodies and through formal and informal partnerships. Community Works is a member of the National Association of Community and Voluntary Action (NAVCA) and the National Council for Voluntary Organisations (NCVO). Community Works is also part of the West Sussex Voluntary Sector Infrastructure Alliance. We also work in partnership with NHS and VCSE as part of the Sussex VCSE Leaders Alliance. We work in close partnership with other organisations to deliver third sector infrastructure support, community development and community engagement in Brighton and Hove. Community Works' membership focus and representation of the sector to statutory partners also ensures the charity is well connected across its area of benefit, with strong links to strategic partnerships and boards.

Risk Statement

Trustees are aware of their responsibility to ensure that the significant risks to which the charity is exposed are identified and to establish systems to manage those risks. They are particularly aware of their legal duties to safeguard the charity's money and assets.

The Board of Trustees has a Risk Management Strategy, implementation of which is delegated to the Finance and Risk sub-committee. This committee meets regularly to analyse business risk, to set out measures that staff must take to manage those risks, and to assess progress in implementing the risk management measures. During 2024/25, the charity's risk register was regularly updated by the sub-committee and headline reports discussed at Board meetings.

Trustees believe all risks to the charity have been identified and appropriate monitoring procedures are in place. The Risk Management Strategy is reviewed annually. A full copy of the Strategy can be obtained from the Company Secretary.

Trustees are confident that all reasonable steps have been taken to help prevent financial abuse of the organisation's funds by ensuring that proper robust controls and procedures have been put in place commensurate with the scope and breadth of the organisation's activities.

BRIGHTON & HOVE COMMUNITY WORKS

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2025

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

03895635 (England and Wales)

Registered Charity number

1087481

Registered office

Community Base
113 Queens Road
Brighton
East Sussex
BN1 3XG

Trustees

Mrs P Beesley (resigned 3/12/2024)
Mr D M Jensen (resigned 3/12/2024)
Ms C Vizor (resigned 28/8/2025)
Ms P Mitchell
Mr G Brown
Mr G Shanks
Mr I Bretman
Miss R Jarman
Mrs C G Howell (appointed 28/2/2025)
Ms D Penly (appointed 19/6/2025)
Mr P Sasidharan (appointed 6/3/2025)
Mr T Scsaurszki (appointed 18/2/2025)

Company Secretary

Ms J Sumner

Independent Examiner

Dr Shona F Wardrop CA
Chariot House Limited
Chartered Accountants
44 Grand Parade
Brighton
East Sussex
BN2 9QA

BRIGHTON & HOVE COMMUNITY WORKS

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2025

REFERENCE AND ADMINISTRATIVE DETAILS

Bankers

Triodos Bank NV
Brunel House
11 The Promenade
Bristol
BS8 3NN

Manchester Building Society
125 Portland Street
Manchester
M1 4QD

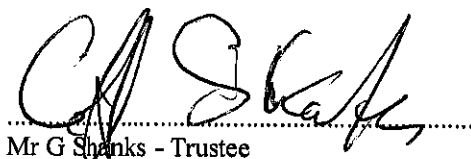
Hampshire Trust Bank
55 Bishopsgate,
London
EC2N 3AS

The Co-Operative Bank PLC
PO Box 250
Skelmersdale
WN8 6WT

Nationwide Building Society
Kings Park Road
Moulton Park
Northampton
NN3 6NW

The Cambridge Building Society
PO Box 232
51 Newmarket Road
Cambridge
CB5 8FF

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors,
on 28/10/25..... and signed on the board's behalf by:


.....
Mr G Shanks - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
BRIGHTON & HOVE COMMUNITY WORKS**

Independent examiner's report to the trustees of Brighton & Hove Community Works ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2025.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

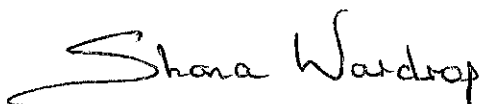
Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants of Scotland, which is one of the listed bodies.

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

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

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Dr Shona F Wardrop CA
The Institute of Chartered Accountants of Scotland

Chariot House Limited
Chartered Accountants
44 Grand Parade
Brighton
East Sussex
BN2 9QA

Date: 30/10/25

BRIGHTON & HOVE COMMUNITY WORKS**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2025**

	Notes	Unrestricted funds £	Restricted funds £	2025 Total funds £	2024 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	32,556	875,759	908,315	1,541,354
Other trading activities	3	38,720	8,244	46,964	39,912
Investment income	4	<u>7,142</u>	<u>-</u>	<u>7,142</u>	<u>6,484</u>
Total		<u>78,418</u>	<u>884,003</u>	<u>962,421</u>	<u>1,587,750</u>
EXPENDITURE ON					
Raising funds		5,281	-	5,281	9,598
Charitable activities	5				
Staff Costs		30,819	479,327	510,146	568,525
Establishment Costs		9,594	37,418	47,012	36,105
Office Costs		7,387	93,068	100,455	133,775
Project Costs		819	294,659	295,478	229,320
Distributions to Partners		<u>-</u>	<u>134,803</u>	<u>134,803</u>	<u>359,143</u>
Total		<u>53,900</u>	<u>1,039,275</u>	<u>1,093,175</u>	<u>1,336,466</u>
NET INCOME/(EXPENDITURE)		24,518	(155,272)	(130,754)	251,284
Transfers between funds	14	<u>(91,123)</u>	<u>91,123</u>	<u>-</u>	<u>-</u>
Net movement in funds		(66,605)	(64,149)	(130,754)	251,284
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>198,261</u>	<u>300,150</u>	<u>498,411</u>	<u>247,127</u>
TOTAL FUNDS CARRIED FORWARD		<u>131,656</u>	<u>236,000</u>	<u>367,656</u>	<u>498,411</u>

The notes form part of these financial statements

BALANCE SHEET**31 MARCH 2025**

	Notes	Unrestricted funds £	Restricted funds £	2025 Total funds £	2024 Total funds £
FIXED ASSETS					
Investments	11	1	-	1	1
CURRENT ASSETS					
Debtors	12	112,510	1,286	113,796	11,400
Cash at bank and in hand		<u>59,723</u>	<u>234,714</u>	<u>294,437</u>	<u>522,334</u>
		172,233	236,000	408,233	533,734
CREDITORS					
Amounts falling due within one year	13	(40,578)	-	(40,578)	(35,324)
NET CURRENT ASSETS		<u>131,655</u>	<u>236,000</u>	<u>367,655</u>	<u>498,410</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>131,656</u>	<u>236,000</u>	<u>367,656</u>	<u>498,411</u>
NET ASSETS		<u>131,656</u>	<u>236,000</u>	<u>367,656</u>	<u>498,411</u>
FUNDS	14				
Unrestricted funds				131,656	198,261
Restricted funds				<u>236,000</u>	<u>300,150</u>
TOTAL FUNDS				<u>367,656</u>	<u>498,411</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2025.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2025 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

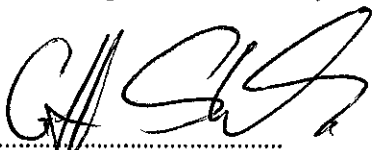
- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The notes form part of these financial statements

BALANCE SHEET - continued

31 MARCH 2025

The financial statements were approved by the Board of Trustees and authorised for issue on 28/10/25
and were signed on its behalf by:



.....
Mr G Shanks - Trustee

The notes form part of these financial statements

BRIGHTON & HOVE COMMUNITY WORKS**CASH FLOW STATEMENT**
FOR THE YEAR ENDED 31 MARCH 2025

	Notes	2025 £	2024 £
Cash flows from operating activities			
Cash generated from operations	1	<u>(235,039)</u>	<u>(171,402)</u>
Net cash used in operating activities		<u>(235,039)</u>	<u>(171,402)</u>
 Cash flows from investing activities			
Interest received		<u>7,142</u>	<u>6,484</u>
Net cash provided by investing activities		<u>7,142</u>	<u>6,484</u>
		<u> </u>	<u> </u>
Change in cash and cash equivalents in the reporting period		<u>(227,897)</u>	<u>(164,918)</u>
Cash and cash equivalents at the beginning of the reporting period		<u>522,334</u>	<u>687,252</u>
Cash and cash equivalents at the end of the reporting period		<u>294,437</u>	<u>522,334</u>

The notes form part of these financial statements

BRIGHTON & HOVE COMMUNITY WORKS**NOTES TO THE CASH FLOW STATEMENT**
FOR THE YEAR ENDED 31 MARCH 2025**1. RECONCILIATION OF NET (EXPENDITURE)/INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES**

	2025 £	2024 £
Net (expenditure)/income for the reporting period (as per the Statement of Financial Activities)	(130,754)	251,284
Adjustments for:		
Interest received	(7,142)	(6,484)
(Increase)/decrease in debtors	(102,396)	165,891
Increase/(decrease) in creditors	<u>5,253</u>	<u>(582,093)</u>
Net cash used in operations	<u>(235,039)</u>	<u>(171,402)</u>

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1/4/24 £	Cash flow £	At 31/3/25 £
Net cash			
Cash at bank and in hand	<u>522,334</u>	<u>(227,897)</u>	<u>294,437</u>
	<u>522,334</u>	<u>(227,897)</u>	<u>294,437</u>
Total	<u>522,334</u>	<u>(227,897)</u>	<u>294,437</u>

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value.

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future, and on that basis the charity is considered to be a going concern.

The financial statements are prepared in sterling which is the functional currency of the entity, and are rounded to the nearest £1.

Incoming resources

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Grants are recognised on an accruals basis, accounted for in relation to the period that they relate. Where grants have been received for capital items, the total grant has been disclosed in the SOFA and depreciation, in accordance with the accounting policies, has been charged against that income over the estimated useful economic life of the asset.

Where grants are received during the year under review that carry performance related conditions which affect entitlement and therefore income recognition, the amount is deferred and released once the conditions have been met.

Consultancy Service income is also recognised on an accruals basis, accounted for in relation to the period when the work is carried out.

Resources expended

Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.

Resources expended are allocated to the particular activity where the cost relates directly to that activity. However, the cost of overall direction and administration on each activity, comprising the salary and overhead costs of the central function, is apportioned on a basis which is an estimate, based on the proportion of cost of each activity to the total cost of all activities.

Tangible fixed assets

Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life which in all cases is estimated at three years. The company has a minimum value of £1,000 for capitalisation of fixed assets.

Recognition and measurement

Fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses.

1. ACCOUNTING POLICIES - continued

Funds

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose

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

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Operating lease

Operating lease rentals are charged on a straight-line basis over the term of the lease.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Investments

Investments are a form of basic financial instrument and comprise investments in quoted equity instruments which are initially recognised at their transaction value and are subsequently measured at their fair value as at the balance sheet date. Changes in fair value are recognised in the Statement of Financial Activities. Quoted stocks and shares are included in the Balance Sheet at the current market price quoted on a recognised stock exchange as at the reporting date.

Judgements and key sources of estimation uncertainty

In the application of the charity's accounting policies, the charity is required to make judgments, estimates and assumptions about the carrying value of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised, if the revision affects only that period, or in the period of the revision and future periods if the revision affects both the current and future periods.

There are no estimates and assumptions that are considered to have a significant risk of causing a material adjustments to the financial statements in a future period.

Financial instruments

The charity has only financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and are subsequently measured at their settlement value with the exception of bank loans which are measured at amortised cost using the effective interest method.

Financial Assets

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

BRIGHTON & HOVE COMMUNITY WORKS**NOTES TO THE FINANCIAL STATEMENTS - continued**
FOR THE YEAR ENDED 31 MARCH 2025**1. ACCOUNTING POLICIES - continued****Financial Liabilities**

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

2. DONATIONS AND LEGACIES

	2025	2024
	£	£
Donations	283	12,464
Grants	<u>908,032</u>	<u>1,528,890</u>
	<u>908,315</u>	<u>1,541,354</u>

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

	2025	2024
	£	£
BHCC - TSIP	343,400	387,686
Adur & Worthing Council	152,319	236,811
Sompting Big Local	154,313	242,537
West Sussex County Council	90,000	50,000
CCG Leadership	-	20,000
NHS Sussex	30,400	120,000
Mentoring Programme	-	354
CCG Small Grants	-	140,625
CCG Sussex VCSE	137,600	306,375
Adult Social Care	<u>-</u>	<u>24,502</u>
	<u>908,032</u>	<u>1,528,890</u>

BRIGHTON & HOVE COMMUNITY WORKS**NOTES TO THE FINANCIAL STATEMENTS - continued**
FOR THE YEAR ENDED 31 MARCH 2025**3. OTHER TRADING ACTIVITIES**

	2025	2024
	£	£
Training Service	4,245	5,153
Consultancy Service	5,693	6,448
Other Fees	19,301	13,898
Membership	<u>17,725</u>	<u>14,413</u>
	<u>46,964</u>	<u>39,912</u>

4. INVESTMENT INCOME

	2025	2024
	£	£
Deposit account interest	<u>7,142</u>	<u>6,484</u>

5. CHARITABLE ACTIVITIES COSTS

	Direct Costs £
Staff Costs	510,146
Establishment Costs	47,012
Office Costs	100,455
Project Costs	295,478
Distributions to Partners	<u>134,803</u>
	<u>1,087,894</u>

6. NET INCOME/(EXPENDITURE)

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

	2025	2024
	£	£
Independent Examiner's fee	3,600	-
Auditors Remuneration	<u>-</u>	<u>8,400</u>

BRIGHTON & HOVE COMMUNITY WORKS

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2025

7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2025 nor for the year ended 31 March 2024.

Trustees' expenses

£193 was paid to 1 trustee relating to reimbursement of travel costs (2024: £208 to 2 trustees) during the year.

8. STAFF COSTS

	2025	2024
	£	£
Salaries	498,663	511,308
Social Security costs	41,535	42,547
Pension costs	<u>24,148</u>	<u>24,021</u>
	<u>564,346</u>	<u>577,876</u>

Employment Costs for 2025 included redundancy and termination payments totalling £9,409. These payments related to one post which was made redundant as part of a reorganisation of the charity. All redundancy payments are included in the financial year in which they take place. There were no outstanding liabilities for redundancy and termination payments as at 31 March 2025.

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

	2025	2024
Average Number	<u>19</u>	<u>18</u>

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

The average number of employees on a Full Time equivalent basis is 10 (2024: 15).

Key management personnel (comprising trustees and the CEO) remuneration (being gross salary, employers' national insurance and employers' pension) in 2024/25 was £57,808 (2023/24: £57,808), including a 5% pension contribution.

BRIGHTON & HOVE COMMUNITY WORKS**NOTES TO THE FINANCIAL STATEMENTS - continued**
FOR THE YEAR ENDED 31 MARCH 2025**9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	27,351	1,514,003	1,541,354
Other trading activities	38,351	1,561	39,912
Investment income	6,482	2	6,484
Total	72,184	1,515,566	1,587,750
EXPENDITURE ON			
Raising funds	9,598	-	9,598
Charitable activities			
Staff Costs	95,045	473,480	568,525
Establishment Costs	14,044	22,061	36,105
Office Costs	15,413	118,362	133,775
Project Costs	(13,050)	242,370	229,320
Distributions to Partners	-	359,143	359,143
Total	121,050	1,215,416	1,336,466
NET INCOME/(EXPENDITURE)	(48,866)	300,150	251,284
RECONCILIATION OF FUNDS			
Total funds brought forward	247,127	-	247,127
TOTAL FUNDS CARRIED FORWARD	198,261	300,150	498,411

BRIGHTON & HOVE COMMUNITY WORKS**NOTES TO THE FINANCIAL STATEMENTS - continued**
FOR THE YEAR ENDED 31 MARCH 2025**10. TANGIBLE FIXED ASSETS**

	Fixtures and fittings £
COST	
At 1 April 2024 and 31 March 2025	<u>2,435</u>
DEPRECIATION	
At 1 April 2024 and 31 March 2025	<u>2,435</u>
NET BOOK VALUE	
At 31 March 2025	<u>-</u>
At 31 March 2024	<u>-</u>

11. FIXED ASSET INVESTMENTS

	Unlisted investments £
MARKET VALUE	
At 1 April 2024 and 31 March 2025	<u>1</u>
NET BOOK VALUE	
At 31 March 2025	<u>1</u>
At 31 March 2024	<u>1</u>

There were no investment assets outside the UK.

The company's investments at the balance sheet date in the share capital of companies include the following:

Community Works Consultancy Limited

Registered office: Community Base, 113 Queens Road, Brighton, East Sussex, BN1 3XG

Nature of business: Dormant

Class of share:	%
Ordinary	holding 100

BRIGHTON & HOVE COMMUNITY WORKS**NOTES TO THE FINANCIAL STATEMENTS - continued**
FOR THE YEAR ENDED 31 MARCH 2025**12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2025	2024
	£	£
Trade debtors	105,507	5,827
Rent Deposit	2,651	2,651
Prepayments and accrued income	<u>5,638</u>	<u>2,922</u>
	<u>113,796</u>	<u>11,400</u>

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025	2024
	£	£
Trade creditors	21,840	3,595
Social security and other taxes	10,504	10,478
Other creditors	4,334	286
Accruals and deferred income	<u>3,900</u>	<u>20,965</u>
	<u>40,578</u>	<u>35,324</u>

14. MOVEMENT IN FUNDS

	At 1/4/24	Net movement	Transfers	At
	£	in funds	between	31/3/25
		£	funds	£
Unrestricted funds				
General fund	128,961	24,518	(103,123)	50,356
Payroll and Redundancy Provision	48,000	-	12,000	60,000
Digital Investment	<u>21,300</u>	<u>-</u>	<u>-</u>	<u>21,300</u>
	198,261	24,518	(91,123)	131,656
Restricted funds				
BHCC TSIP	17,529	(89,680)	91,123	18,972
Adur & Worthing Councils	34,800	(26,503)	-	8,296
West Sussex County Council	50,000	(48,714)	-	1,286
Sompting Big Local	35,474	(22,765)	-	12,709
A&W Food Transition	20,000	(15,158)	-	4,842
Sussex VCSE	129,735	(42,840)	-	86,895
Adult Social Care	12,612	(12,612)	-	-
Weight Management	-	13,000	-	13,000
West Sussex Sexual Health	<u>-</u>	<u>90,000</u>	<u>-</u>	<u>90,000</u>
	<u>300,150</u>	<u>(155,272)</u>	<u>91,123</u>	<u>236,000</u>
TOTAL FUNDS	<u>498,411</u>	<u>(130,754)</u>	<u>-</u>	<u>367,656</u>

BRIGHTON & HOVE COMMUNITY WORKS**NOTES TO THE FINANCIAL STATEMENTS - continued**
FOR THE YEAR ENDED 31 MARCH 2025**14. MOVEMENT IN FUNDS - continued**

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	78,418	(53,900)	24,518
Restricted funds			
BHCC TSIP	345,950	(435,630)	(89,680)
Adur & Worthing Councils	149,883	(176,386)	(26,503)
West Sussex County Council	1	(48,715)	(48,714)
Sompting Big Local	147,570	(170,335)	(22,765)
A&W Food Transition	-	(15,158)	(15,158)
Sussex VCSE	137,599	(180,439)	(42,840)
Adult Social Care	-	(12,612)	(12,612)
Weight Management	13,000	-	13,000
West Sussex Sexual Health	90,000	-	90,000
	<u>884,003</u>	<u>(1,039,275)</u>	<u>(155,272)</u>
TOTAL FUNDS	<u>962,421</u>	<u>(1,093,175)</u>	<u>(130,754)</u>

BRIGHTON & HOVE COMMUNITY WORKS**NOTES TO THE FINANCIAL STATEMENTS - continued**
FOR THE YEAR ENDED 31 MARCH 2025**14. MOVEMENT IN FUNDS - continued****Comparatives for movement in funds**

	At 1/4/23 £	Net movement in funds £	Transfers between funds £	At 31/3/24 £
Unrestricted funds				
General fund	36,183	(48,866)	141,644	128,961
Payroll and Redundancy Provision	189,644	-	(141,644)	48,000
Digital Investment	<u>21,300</u>	<u>-</u>	<u>-</u>	<u>21,300</u>
	247,127	(48,866)	-	198,261
Restricted funds				
BHCC TSIP	-	17,529	-	17,529
Adur & Worthing Councils	-	34,800	-	34,800
West Sussex County Council	-	50,000	-	50,000
Sompting Big Local	-	35,474	-	35,474
A&W Food Transition	-	20,000	-	20,000
Sussex VCSE	-	129,735	-	129,735
Adult Social Care	<u>-</u>	<u>12,612</u>	<u>-</u>	<u>12,612</u>
	<u>-</u>	<u>300,150</u>	<u>-</u>	<u>300,150</u>
TOTAL FUNDS	<u>247,127</u>	<u>251,284</u>	<u>-</u>	<u>498,411</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	72,183	(121,049)	(48,866)
Restricted funds			
BHCC TSIP	388,373	(370,844)	17,529
Adur & Worthing Councils	232,782	(197,982)	34,800
West Sussex County Council	50,000	-	50,000
Sompting Big Local	233,438	(197,964)	35,474
A&W Food Transition	20,000	-	20,000
NHS Small Grants Fund	240,096	(240,096)	-
Sussex VCSE	326,375	(196,640)	129,735
Adult Social Care	<u>24,502</u>	<u>(11,890)</u>	<u>12,612</u>
	<u>1,515,566</u>	<u>(1,215,416)</u>	<u>300,150</u>
TOTAL FUNDS	<u>1,587,750</u>	<u>(1,336,466)</u>	<u>251,284</u>

14. MOVEMENT IN FUNDS - continued

Purpose of restricted funds

BHCC TSIP. The Third Sector Infrastructure Support Partnership funded by the BHCC Third Sector Investment Programme (BHCC TSIP) is a partnership of 4 providers lead by Community Works delivering Infrastructure Support activity across Brighton and Hove. It is a jointly funded programme with funding provided by Brighton and Hove City Council and Brighton & Hove Clinical Commissioning Group for 5 years from 2020-2025. As lead organisation Community Works distributes funds to partners, coordinates the partnership and monitoring returns as well as supporting collaboration between partners.

West Sussex County Council. This was a three-year contract to support the work of the West Sussex Voluntary, Community, Social and Enterprise Alliance, a collaboration of organisations that were set up to deliver sustainable, effective and efficient infrastructure support. The funding includes monitoring of projects and work across the Alliance.

Sompting Big Local. SBL was awarded a grant from the Big Local National Lottery grants programme over a 10-year period. Community Works undertook acting as the Locally Trusted Provider for SBL as SBL are not an incorporated body. Community Works holds funding for SBL and acts as the official governing body on distribution of funding commitments agreed by SBL and the Big Local.

Adur & Worthing Food Transition. This was funding from Adur & Worthing Councils to support a collaborative proposal to include CREW, Worthing Food Foundation and Transition Town Worthing, in developing a grant application to The National Lottery Reaching Communities to establish on-going and new work for the Adur & Worthing Food Partnership.

Sussex VCSE Alliance. The Sussex Voluntary, Community and Social Enterprise (VCSE) Leaders Alliance encourages and enables connectivity and conversations between health and care partners with the VCSE across Sussex. The service is funded by NHS England and was set up to help embed the Sussex VCSE sector in the Sussex Health and Care system to work collaboratively and strategically with health and care partners to create meaningful change in people's lives. To reduce health inequalities and improve population health; through the creation of services and support that are sustainable, fit for purpose, timely and proactive.

Adult Social Care. Funded by West Sussex County Council Adult Social Care. The objective of the funding awarded to Community Works is to support the work of the Adult Social Care strategy; Life you want to lead. It is ringfenced to help with the administration and management of meetings of the VCSE Collaborative Board and representation at Board and In Task and Finish groups.

Weight Management. We received a grant from the NHS to distribute to other VCSE organisations to run services for communities in 2025 relating to weight management programmes.

Sexual Health project. We received a grant from West Sussex County Council to manage a Sexual Health project. A proportion was distributed to other VCSE organisations to deliver aspects of the work across West Sussex.

Purpose of Unrestricted funds

Payroll and Redundancy Provision: Redundancy liabilities, cost of terminating contractual liabilities, professional fees related to closure and unavoidable running costs during the closure period.

Digital Investment : costs associated with upgrading Community Works' IT stock, infrastructure and developing a new website and CRM system to better respond to the new ways of working required post Covid-19.

15. EMPLOYEE BENEFIT OBLIGATIONS

The charitable company operates a defined contribution pension scheme with contributions being made by both employer and employees at variable rates. Total pension costs in the current year amounted to £24,148 (2024: £24,021. At the year end £4,317 was due to the provider (2024: £286).

16. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2025.

Accounts

REGISTERED COMPANY NUMBER: 03895635 (England and Wales)
REGISTERED CHARITY NUMBER: 1087481

REPORT OF THE TRUSTEES AND
AMENDED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2024
FOR
BRIGHTON & HOVE COMMUNITY WORKS
(A COMPANY LIMITED BY GUARANTEE)

Chariot House Limited
Chartered Accountants
44 Grand Parade
Brighton
East Sussex
BN2 9QA

BRIGHTON & HOVE COMMUNITY WORKS

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FOR THE YEAR ENDED 31ST MARCH 2024

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BRIGHTON & HOVE COMMUNITY WORKS

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2024

The trustees of the charity, who are also directors of the company limited by guarantee for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st March 2024. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

BRIGHTON & HOVE COMMUNITY WORKS

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31ST MARCH 2024**

OBJECTIVES AND ACTIVITIES

Strategic Objectives and aims

KEY ACHIEVEMENTS

In 2023-24, despite rising living costs, the war in Ukraine, the climate crisis, and funding cuts, our communities have shown incredible resilience, but we have witnessed an even greater demand for statutory and voluntary services. This picture is reflected in the national state of the Voluntary Community and Social Enterprise (VCSE) sector. The triple forces of restricted income, workforce challenges and ever-rising demand mean many organisations are in a constant state of adaptation. Nationally, 1 in 5 charities have had to cut the level or number of services they offer as a result of rising costs.

Given this, we are proud to have stepped up, delivering vital support in fundraising, volunteering, training, and bringing people together to create lasting local change.

This has been a remarkable year of engagement and participation, overcoming economic challenges and significant personnel shifts. This Annual Report celebrates the extraordinary achievements of the Community Works team and our dedicated partners.

Together, we continue to elevate voices from the VCSE sector, shaping policy, and driving meaningful impact across Sussex, which has included:

Supporting 1,006 people and 439 organisations in Adur, Worthing, Brighton & Hove and West Sussex, including:

- Total membership of organisations is 660.
- Helping VCSE consortia and partnerships secure funding of over £3,820.692. This is a reduction of £600,000 on 2022-2023 due to funding being tight with financial impact factors such as the Cost Of Living Crisis. We are delighted by the level of income we have helped partners secure and bring into the local areas that we work in.
- Volunteers gave 4268 hours to support our volunteer centre.
- 1,738 people registered their interest to become volunteers from across Brighton & Hove, Adur & Worthing and West Sussex
- 33 elected community representatives who represent the sector's interests, share knowledge and expertise to help influence strategy, policy and decision making.
- Operated sector networks such as West Sussex VCS Infrastructure Alliance, Community Food Network, CEO Groups, Health and Social Care Network, Volunteer Coordinator Forum and the Sussex VCSE Leaders Alliance.
- 137,451 web visits and 15,229 newsletters and updates were sent to member organisations
- 2,429 advice, support and information interactions sessions.
- 1,066 people from 439 organisations accessed training, events, and networks.
- Contributed to 112 areas of strategic and operational planning at local, regional, and national level.
- 98% individuals accessing online information and face-to-face support reported improvement in their knowledge on leadership, governance and fundraising.

BRIGHTON & HOVE COMMUNITY WORKS

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31ST MARCH 2024**

NAVCA Local Infrastructure Quality Accreditation

We are pleased to announce that Community Works has been awarded NAVCA's prestigious Local Infrastructure Quality Accreditation (LIQA). This highly sought-after accreditation is a testament of our support for local voluntary, community, and social enterprises. Achieving this recognition means we've proven our ability to deliver high-quality services, remain deeply connected to the needs of the sector, and work in strong partnership across the board.

The LIQA is awarded for three years following a rigorous independent assessment, evaluating our performance against NAVCA's 'Four Functions of Infrastructure': Leadership and Advocacy, Partnerships and Collaboration, Capacity Building, and Volunteering.

This quality mark reassures communities, voluntary organizations, strategic partners, funders, and commissioners that they can have full confidence in our work and its impact.

Feedback from our member groups reinforces the value of Community Works, highlighting how our training, mentoring, events, and network meetings empower the VCSE sector to be better informed, connected, and supported

"There is evidence from member groups feedback forms that the breadth of Community Work's work, the training sessions, mentoring, events, and network meetings hosted, enable the VCSE to be better informed, supported and connected."

Sharon Alexander - Assessor LIQA, 2024

Our commitment to being a more equitable organisation

We had a specific focus on inclusion to a greater extent this year which can be seen in increased diversity in delivery to groups from minoritised groups and in the attendance at our Summer Conference which featured sessions on intersectionality, equality, diversity and inclusion, reducing health inequalities and reaching carbon net zero alongside sessions on volunteering and fundraising. The speakers were drawn from amongst our members and Bridging Change hosted an independent Black and Racialised Minorities Network within the conference. We gave priority to groups from minoritised communities and small groups when delivering our services and promoted use of bursaries for groups who may otherwise be unable to attend funded events.

Internally our Community Works team are actively shaping an inclusive and dynamic culture that fosters growth and innovation across our organization. Here's how we're making it happen:

- **Embedding Equity, Diversity and Inclusion (EDI)** : We are developing a hands-on approach to actively involve our volunteers in shaping and advancing equity, diversity, and inclusion.
- **Embracing Failure & Learning:** We are cultivating a culture where failure is seen as a stepping stone to success, encouraging continual learning and experimentation.
- **Transparency & Collaboration:** By increasing transparency, we are engaging staff and volunteers in shaping the policies and procedures that impact them, ensuring their voices are heard at every level.
- **Knowledge & Learning Culture:** We are creating a rich culture of knowledge-sharing, working hand-in-hand with the community to co-create new learning opportunities.
- **Shared Resources:** We have developed valuable resources that are now accessible to staff and ready to be shared with our members, strengthening our collective expertise.

These efforts are building a stronger, more inclusive, and forward-thinking organisation that thrives on collaboration, learning, and innovation.

BRIGHTON & HOVE COMMUNITY WORKS

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31ST MARCH 2024**

Website and CRM

In 2023 we launched our new website, with a focus on increased accessibility and clearer way on finding information on our services You can see more here. <https://www.communityworks.org.uk/>

Alongside the website we also installed a new CRM - CiviCRM. Our existing CRM was a bespoke database hosted within the old website. While this served us well we had outgrown the database functionality and needed a new system that allowed greater ability to report on our work and the data we record in the way that we needed. Our new CiviCRM is more agile and allows greater data reporting on specific areas of work.

Both the website and the CRM system was a paid out of our unrestricted reserve budget and has already been a great asset to the organisation with data deliverance.

Strategic Objectives and aims

The charitable objects for which Community Works was established are set out in its Memorandum and Articles of Association.

They are:

- To promote any charitable purposes for the benefit of the public, principally but not exclusively in the local government area of Brighton and Hove and its environs (hereinafter called the "area of benefit") and, in particular to build the capacity of third sector organisations and provide them with the necessary support, information and services to enable them to pursue or contribute to any charitable purpose.
- To promote, organise and facilitate co-operation and partnership working between third sector, statutory and other relevant bodies in the achievement of the above purposes within the area of benefit.

The objects enable the charity to offer and develop a broad range of support services to the community and voluntary sector.

Ensuring the charity delivers on its objects

Community Works reviews its aims, objectives and activities each year. This review looks at activities delivered, the outcomes of this and the impact on the groups of people Community Works is set up to work with.

Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing Community Works' aims and objectives and in planning future activities. In particular, Trustees have considered how planned activities will contribute to the aims and objectives which have been set.

The Mission, Vision, Values and who we are here for are featured below:

Our Vision

Resilient and happy communities created when people, community organisations, businesses and the public sector work together, solving problems and creating social good.

Our Mission

CONNECTING

We connect people and organisations and create productive collaborations capable of delivering change

SUPPORTING

We provide leadership and learning opportunities so people can make a positive difference in their communities

BRIGHTON & HOVE COMMUNITY WORKS

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31ST MARCH 2024**

CHALLENGING

We look to challenge, seek opportunities and find innovative ways to create meaningful change

Our Values

We strive to be: Bold, Connected, Knowledgeable, Inclusive

We strive to act with: Integrity, Compassion, Focus

Who we are here for

People who want to engage in their local community

Charities and community organisations that want to have an even greater impact

Public bodies and public servants who want to work in wider collaboration

Businesses that want to contribute to the community

Services and activities

We are currently reviewing and updating our strategic objectives, which will be completed in 2024/25. Community Works' current strategic objectives are:

1: Strong voluntary and community organisations for now and for the future

- Increase the number of voluntary and community organisations which are more effective as a result of support
- Increase the number of voluntary and community sector (VCS) leaders who possess knowledge needed to run more effective organisations leading in their field
- Increase the number of voluntary and community organisations accessing expertise and skills held in the sector and externally
- Increase the ability of the VCS to respond to the changing internal and external context
- Increase the number of VCS organisations which are more effective as a result of improved digital effectiveness

2: Strong and more diverse base for volunteering and voluntary activity

- Increase access to volunteering opportunities locally by embedding volunteering support in the community
- Increase the number of organisations providing quality best practice volunteering programmes
- Increase commissioners' and decision-makers' understanding of the triple impact of volunteering
- Increase the appreciation, understanding, value and impact of volunteering especially in underrepresented communities

3: Collaborations which improve opportunities for local people

- Increase the number of collaborations resulting in services which better meet communities' needs
- Improve the effectiveness of voluntary organisations working in a collaborative way to bid for and deliver public services
- Increase the development of solutions meeting local need led by the VCS
- Increase the use of expertise held within the VCS on forming and sustaining collaboration & partnerships
- Increase VCS, business and public sector collaborations by aligning strategic priorities

4 Cross Cutting Enabler: Community Works as a stronger and more resilient organisation

- Diversify and increase income and fundraising from different sources and invest in key services
- Increase the number of volunteers and consultants in our workforce and the capacity to support them
- Increase awareness of our services and the impact of our work
- Develop and make best use of expertise from within our team and improve leadership amongst the team
- Increase the infrastructure and internal capacity around effective use of digital tools to enhance delivery
- Increase the diversity and sharing of knowledge, skills and resources across the organisation
- Building a strong evidence base and resource about the local VCS

BRIGHTON & HOVE COMMUNITY WORKS

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31ST MARCH 2024**

Ensuring the Charity delivers on Public Benefit

All Community Works' charitable activities focus on informing and engaging with our stakeholders, representing voluntary and community organisations, building partnerships which will improve people's lives and services, building the capacity of local voluntary and community organisations, and ensuring that volunteering is promoted and supported. These activities are undertaken to further Community Works' charitable purpose for the public benefit. Opportunity to benefit is not restricted, as Community Works proactively includes all individuals in its activities (staff, volunteers and services users from voluntary and community organisations), and particularly those from under-represented groups.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Objectives and activities, achievement and performance 2023/24 (in line with our mission)

The sample of outputs achieved below are indicative of the work we have undertaken during the year (activity exceeds what is represented below). We had a total membership of 660 organisations across Adur and Worthing, Brighton and Hove and West Sussex, an increase from 587 in the previous year.

CONNECTING

Community Works provided support for groups to come together, responding to identified gaps in provision and to secure funding. We provided guidance on best practice in designing partnerships and supported organisations to secure funding. This work helped VCSE consortia and partnerships across Brighton & Hove (B&H), Adur & Worthing (A&W) and West Sussex to secure just over £3.8 million during the year.

The Sussex VCSE Leaders Alliance

We're excited to be an active force within the West Sussex VCSE Infrastructure Alliance, uniting with our partners in Mid Sussex, Crawley, Horsham, Arun, and Chichester. Together, we create a powerful network, supporting one another and gaining a deeper understanding of the challenges impacting the wider area.

The Sussex VCSE Leaders Alliance aims to bring the community, voluntary and social enterprise sector together with health and care partners in Sussex to shape services and tackle health inequalities in the area and to respond to changes in the funding and provision of health and care related services. It is a partnership hosted and led originally by Community Works that has recently expanded to include Community People in West Sussex and East Sussex Community Voice. Through shared training and collaboration, we're driving key strategic developments across West Sussex. Our VCSE representation programme has successfully placed dedicated reps on influential boards, including the Health and Wellbeing Board, Health and Care Partnership, WSCC Adult Service Collaborative Board, Children's Board, and Changing Futures.

We are pleased to announce that in 2023/24 we successfully secured a further £155,000 of funding for the important and much needed work of the Sussex VCSE Leaders Alliance, which will enable strategic growth of the work into 2024/25.

Community Conference: Climate Action - Working Together to reach Net Zero

In October, we brought together over 130 community groups and local businesses to tackle climate action together and to create a resilient future for Adur, Worthing and the wider region. The collaborative delivery group, formed of CREW (Climate Resilience Emergency Worthing), Transition Town Worthing, and Green Tides, delivered a conference which was designed in collaboration. It was facilitated and funded by Community Works. The agenda provided a chance to hear from speakers and take part in workshops looking at:

- Climate resilience and mitigation / local organisations' journeys to net zero
- Cost-saving and carbon saving / national and local business leaders on their own journey
- What the community is doing / can do to support businesses on their journey to making changes for a better environment.

BRIGHTON & HOVE COMMUNITY WORKS

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"Knowing that we have Community Works to call on whenever we need them is such a bonus for all the community groups in Worthing, but especially for those who work closely with them on various projects. They were incredibly supportive of our Community Climate Conference last year and, to be honest, I don't think it would have happened without their back-up, expertise in running events like this, and their unfailing support in organising and presenting it. They were truly magnificent. We often use them as a sounding board, and to know we have their impartial, practical and considerably knowledgeable support is invaluable. The training and expert sessions they run are also very useful for small groups like ours, who otherwise could probably not afford these kinds of facilities. Because we have been part of a group of local organisations that have been trying for years to get a community hub off the ground, they have also been instrumental in organising visits to similar projects, as well as bringing us all together with those who have the knowledge we need, in order to form a better understanding of what is necessary and available to pursue this goal. In all, they are a huge asset to our town and we hope to be able to work with them for years to come." Pauline Cory, Transition Town Worthing CIC

Brighton & Hove Social Value Framework

We assisted Brighton & Hove City Council in developing the Social Value Framework. Community Works was asked to co-ordinate and collate feedback from members and Reps on the draft documents. We supported a focus group for 8 members who had previously bid or intended to bid through the procurement portal. From the discussions with our members on the Social Value Framework, the Council staff presented a paper to Strategy, Finance and City Regeneration Committee. Community Works also participate in a new 'social value community of practice' group that was set up to monitor the implementation of the framework.

We connected people within local communities wanting to volunteer their time to support others with organisations looking for volunteers.

- Our volunteers volunteered over 4268 hours of their time in supporting our volunteer centre
- 1,738 people registered their interest in becoming volunteers on our volunteer platform

SUPPORTING

Members have found "input from Community Works to be of great value...helping us structure our charity correctly and advising us on which route to take". As a result, grass roots organisations have grown into fully formed charities: "building further community relationships and proved to be a source of funding (opportunities)"

Providing support to the VCSE is a key aspect of our mission and that support is delivered via different mechanisms. We connected communities with the information being distributed by statutory and other partners throughout the year. In doing so, we were also contributing to the knowledge and skills of the sector. We had 137,451 web visits in 2023/24 and 15,229 newsletters and updates were sent to member organisations. The huge increase in information and the need for clear and accessible information also manifested itself in the demand for our 1-2-1 support services like advice and training.

We delivered 2,429 advice, support and information interactions.

We delivered training, events and networks for 1,066 people from 439 organisations. These often provided much-needed access to expertise: Topics included; an equalities briefing on post pandemic poverty, funding, hybrid working, legal structures, budgeting, safeguarding, employment law and governance.

We worked with American Express to secure £432,000 worth of in-kind support for level 3 and level 5 leadership qualifications for 36 leaders from 13 VCSE organisations across Brighton & Hove and West Sussex.

BRIGHTON & HOVE COMMUNITY WORKS

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"CW has been a fundamental cornerstone to the successes achieved over the last year by local VCSE. I have seen them continually supporting the sector at a time of significant contract and funding uncertainty, amplifying their voices and ensuring system leaders listen. CW has delivered vital training that Healthwatch has been able to access and implement, supporting the development of our operational policies. CW has championed the role of Healthwatch and our impact. We consider CW to be one of our key partners and look forward to continuing to work with them." Alan Boyd, Healthwatch Brighton and Hove

Food Banks

In this financial year over 29,760 individuals across Adur & Worthing and West Sussex were supported by the local food banks, and we continued to bring together the emergency food providers to network and learn from each other.

We helped West Sussex County Council allocate £100,000 through Household support funding in a fair and equitable way because we were able to share and gather data from food organisations.

The training programme for the Food Network this year included premises management, data collection, crowdfunding platforms and exploring other food models.

Taking this work further we have been leading a community led steering group formed of Community Works, Transition Town Worthing, Worthing Food Foundation and CREW (Climate Resilience Emergency Worthing) to understand more about the Whole Food System, learning from award winning food partnerships to develop a bid to the Lottery Reaching Communities Fund to develop the Adur and Worthing Food Partnership.

AGM- Key messages and 10 years as CW - developing the VCSE

Strategically involving and investing in the VCSE not only drives greater impact but also delivers both immediate and long-term savings for statutory partners. By addressing community needs early, we help prevent crises, saving resources and improving outcomes. Weakening or losing the sector would jeopardize these efforts and diminish the local offer.

The VCSE, alongside our partners, is navigating post-pandemic recovery, the cost-of-living crisis, and the ongoing climate and nature emergency. While these are significant challenges, they also present unique opportunities to leverage our strengths, resilience, and collaboration. To highlight the sector's vital role, we've updated our Key Messages, crafted by our members at the AGM to help commissioners recognise the VCSE's critical skills, resources, and value in shaping policy and decisions:

- 1. The VCSE is a key partner** for statutory bodies. Involving us in strategic decision-making, co-design, and service delivery leads to more efficient and impactful outcomes.
- 2. Collaborating with the VCSE prevents problems** and improves the wellbeing and safety of communities. Losing the sector weakens the entire local support system.
- 3. VCSE partnerships promote equity and inclusion**, breaking down barriers for underserved communities and fostering greater engagement.
- 4. The VCSE unlocks additional resources**, including funding and volunteers, bolstering the efforts of statutory partners.

In short, investing in the VCSE is an investment in stronger, more resilient communities.

BRIGHTON & HOVE COMMUNITY WORKS

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31ST MARCH 2024**

Ukrainian Grant Funding

In 2023 we were awarded a grant of £25,391 to fund a new part-time post for a Ukraine support coordinator across West Sussex for 12 months. Based on data from the UK Government website at the time there were 2,076 Ukrainian people living in West Sussex. Working in partnership with Worthing 4 Refugees (W4R) and Adur Ukraine Support Association (AUSA) who have worked closely with Ukrainian residents since their arrival and have adapted their organisations based on the need of their beneficiaries, we were able to identify areas of support and need that this funding would benefit. Both organisations have gathered feedback from Ukraine residents and worked in partnership with other organisations to address the specific needs of this community. These include WS Mind, Esteem, WSCC, AWC, WEA, Job Centre and more.

This new post was created to support the Ukraine populations in accessing the support that they need, especially in key areas such as: Housing, Employment, Social integration with an emphasis on reducing inequalities for Ukrainian residents by promoting activities that enrich and promote integration in the local communities and to support different Ukrainian groups to work together and with other, local organisations.

During 2023 we were awarded extra funding to increase the Ukraine Coordinator post to full-time. The extra funding secured is allowing Community Works to support the aims of West Sussex County Council Migrant and Refugee resettlement team and the Ukraine Support Hub and providing localised responsive support such as

- Over 55s club
- Supporting the navigation of the UK Education system
- E-Visa support
- Lobbying for earlier Visa extension access
- Supporting Ukrainians and landlords around private accommodation
- Supporting Ukrainians into more suitable employment

"CW fills gaps that small organisations have with limited staff and skills" Robin Sadler, Adur Ukraine Support Association

CHALLENGING

As a key provider, connecting the VCSE with statutory developments at a local, regional and national level, we are often invited to join strategic planning meetings and contribute expertise obtained from our members to inform those plans. The challenge of adapting delivery and plans to meet the needs of the public required collaboration from different sectors and the ability to challenge within a trusted relationships to ensure delivery adapted responsively to the changing needs of our communities. Community Works improved collaboration with VCS and communities to enable positive change by working with the representative structures and collaborative partnerships described in the 'Connecting' section above to contribute VCSE knowledge and expertise to 112 areas of strategic and operational planning at local, regional and national level. This process brings community expertise to influence and develop varied areas including; Health and Wellbeing Boards, Equalities and Access strategies, Suicide Prevention, Cost of Living Networks and Policy, Community Safety, Children and Young People and Commissioning/Funding.

Budget Statement

In 2023-24 we responded to B&H City Council budget proposal.

This Position Statement presents the VCS response to the Brighton & Hove City Council (BHCC) budget proposals for 2023/24. We recognise the significant challenges on the Council of a projected budget gap of c.£14m, during a very difficult economic climate characterised by high inflation, rising interest rates and increasing demand on services. Community Works maintains our strong commitment to working in partnership to find mutually beneficial solutions, including alternative ways to achieve savings. The statement included recommendations on areas such as:

- Families Children and Learning
- Health & Adult Social Care
- Housing, Neighbourhoods and Communities
- Economy, Environment & Culture

BRIGHTON & HOVE COMMUNITY WORKS

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31ST MARCH 2024**

FINANCIAL REVIEW

Financial Review

The accounts declared in this report have been prepared in accordance with Statement of Recommended Practice: Accounting for Charities (SORP) and with relevant company and charity legislation and regulations. The Statement of Financial Activities shows Community Works' income from all sources and how this was expended, and the split of activity between restricted and unrestricted funds.

Overview

During the year ending 31st March 2024, an overall deficit of £48,866 was incurred. After accounting for this deficit, unrestricted reserves nevertheless now stand at £198,261. This shows a deterioration from the previous year when a deficit of £36,891 was incurred.

Total incoming resources for 2023/24 amounted to £1,587,750 compared to £887,757 in the previous year, an increase of £699,993. The main reason for the increase in income was due to deferred income from 2022/23 into 2023/24 that had been ringfenced for operational use from the NHS. Plus, extra income from The Big Lottery grant for a project for Sompting Big Local

A full breakdown of grants received by Community Works is shown in Note 2 to the accounts. Note 14 also includes details of all those grants carried forward to 2024/25 as Restricted reserves.

Total expenditure for 2023/24 amounted to £1,336,466 compared to £924,648 in the previous year, an increase of £411,818. The main factors accounting for this increase in expenditure are reduced establishment costs but higher distributions to partners, higher staff, project and office costs.

In line with SORP, expenditure is analysed into two main categories: charitable activities and costs of generating funds. Charitable activities comprise the main work of the charity. Expenditure on charitable activities was £1,326,868 in 2023/24, compared to £911,425 in the previous year, an increase of £415,443.

Financial outlook

Community Works' immediate financial position is stable and secure for 2024/25. Trustees acknowledge and appreciate the ongoing support of our major funders: Brighton & Hove City Council, Brighton & Hove Health and Care Partnership, Adur and Worthing Councils, West Sussex County Council, West Sussex Health and Care Partnership, the Big Lottery Fund, NHS England and NHS Sussex.

Trustees are acutely aware of the significant additional financial pressures on all Public Sector funders arising from the cost of living crisis. Currently, funding continues to be received in respect of the new agreements and it has been possible to continue Community Works' full range of activities, refocused and/or re-timetabled where appropriate in consultation with funders.

Trustees have recognised the need to broaden the sources of income available to the organisation, and during 2024/25 will continue to invest in strengthening income generation capacity within the organisation.

All organisations in the voluntary sector face great uncertainty and turbulence in the external funding environment and Community Works will work collaboratively with partners to mitigate the impact on the communities that we serve. Prudent management of our reserves should put Community Works in a good place to respond to the challenges ahead.

BRIGHTON & HOVE COMMUNITY WORKS

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31ST MARCH 2024**

STRATEGIC REPORT

Financial review

Investment policy

Trustees budget to spend all of the organisation's income on planned charitable activities, and the funds held in reserve are modest in relation to the organisation's turnover and may be required at short notice. Trustees therefore considered it prudent during 2023/24 that funds should be retained as cash and held in bank accounts at the best rate of interest available.

Trustees also recognise that interest rates in the current economic climate only provide very limited opportunity to generate profit on bank deposits and that protection under the FSCS bank deposit protection scheme is limited to £85,000 per institution. Trustees therefore agreed during 2023/24 that, in order to reduce the risk of financial loss, the priority should remain for Community Works' surplus funds and reserves to be spread widely across a number of institutions.

Reserves policy

Community Works is committed to using its resources in pursuit of its charitable objectives. It is also committed, however, to maintaining a level of reserves that is prudent to meeting ongoing liabilities, sufficient to ensure that all delivery commitments can be met and to protect the long-term future of Community Works' operations. Community Works' policy seeks to balance these priorities by holding a level of reserves which equate to unavoidable expenditure of the charity during the anticipated closure period.

The reserves policy will fund:

- Any redundancy payments due to employees and support to employees in finding alternative employment
- Ongoing core running costs during any wind-up period
- Terminating service contracts, such as office rent and equipment
- Accountancy, audit and other professional costs
- Contingency sum for outstanding liabilities.

Trustees have established a Closure Costs Fund at a sum approximately equating to three months' payroll and redundancy costs for all staff. As of 31st March 2024, this sum is £48,000.

The Board of Trustees continues to review the organisation's reserves policy, taking account of Charity Commission guidance as set out in its publication 'Beyond Reserves'.

Trustees monitor the level of reserves quarterly and take appropriate action if reserves fall outside the desired range.

PLANS FOR THE FUTURE

The pandemic meant we had to put many important pieces of work on hold or delay the start of the work. This work includes:

- Completing the review and update of our new strategic plan for the organisation
- Supporting the organisation as we continue to navigate and operate in a challenging financial context
- Build on our Environmental work
- Continuation and development of the commitment across the organisation to improve our diversity and inclusion work and create more inclusive and safe working spaces
- Development work related to increasing VCSE leadership engagement with changing NHS structures locally and across Sussex
- Continuing to identify new areas of delivery based on needs of our partners and members

BRIGHTON & HOVE COMMUNITY WORKS

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31ST MARCH 2024**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Working Name

Community Works

Structure and Management

Community Works is a charitable company limited by guarantee; it was incorporated (as the Brighton and Hove Community and Voluntary Sector Forum) on 13 December 1999 and registered as a charity on 13 July 2001. Its name was changed to Brighton & Hove Community Works on 17 December 2013.

Community Works was established under a Memorandum of Association, which describes the objects and powers of the charity. The charity is governed under its Articles of Association. Under those Articles, Trustees are elected from the Community Works' Membership at the Annual General Meeting. One third of the elected, and all of the co-opted, Trustees must retire at each subsequent Annual General Meeting. All members of the Trustee Board give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity are set out in the note 7 to the accounts.

Members have guaranteed to contribute a maximum of £1 each in the event of the charitable company being wound up.

Governance and Decision Making

The Board of Trustees governs Community Works. It meets at least four times a year to discuss and review strategy, planning, development and financial matters. Day-to-day management of the charity is delegated to the Chief Executive, Jessica Sumner.

Where appropriate and necessary, sub-committees or working groups are established, with delegated authority from the full Board to undertake detailed reviews, analysis or policy development, in conjunction with Community Works members, and to report back findings and recommendations to the full Board. During 2023/24, three sub-committees were in operation: Finance and Risk, Personnel and Equalities, Strategic Development with ad hoc Task and Finish Groups being formed to take forward specific areas of work.

Recruitment, appointment, induction and training of trustees

The Trustee Board has established procedures for recruiting and supporting Trustees.

- Trustees are recruited from the membership through an election process and ratified by Members at the Annual General Meeting. A further five Trustees can be co-opted by the Board at any time.
- Trustees are elected/co-opted with a view to ensuring Community Works has a wide variety of skills, knowledge and experience, including of the community and voluntary sector, business management, legal, financial, marketing and fundraising.
- A Trustees' skills audit is conducted at regular intervals. Where skills, knowledge or experience gaps are identified, additional Trustees are recruited, using wide and inclusive search methods such as advertising and networking with other organisations. An induction and ongoing training programme are also provided to ensure that Trustees are aware of their responsibilities, understand Community Works' objectives and are committed to refreshing their skills and knowledge in relation to trusteeship and good governance.

BRIGHTON & HOVE COMMUNITY WORKS

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31ST MARCH 2024**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Key management remuneration

- To set the pay and rewards properly for employees, there is a need to make informed judgements as well as adhering to the charity's governance and constitutional arrangements.
- Trustees are legally and constitutionally responsible for setting rates of pay and this responsibility is delegated to the Personnel and Equalities Sub-Committee.
- In deciding on levels of pay for all staff, the following factors will be taken into account: the purpose, aims and values of the charity, competences, the strategic plan and need, ability to pay, performance, the wider 'employment offer' and recruitment and retention. These factors are not exclusive, and any decision will inevitably include an element of discretion on the part of trustees.
- Community Works' remuneration policy sets out the process for deciding the salary for staff posts and for each staff member

The salary of key management personnel in 2023/24 was £57,808 (2022/23: £57,416), including Employers' National Insurance contributions and a 5% pension contribution.

Connections to Wider Networks

Community Works is well networked through membership of umbrella bodies and through formal and informal partnerships. Community Works is a member of the National Association of Community and Voluntary Action (NAVCA) and the National Council for Voluntary Organisations (NCVO). Community Works is also part of the West Sussex Voluntary Sector Infrastructure Alliance, We also work in partnership with NHS and VCSE as part of the Sussex VCSE Leaders Alliance. We work in close partnership with other organisations to deliver third sector infrastructure support, community development and community engagement in Brighton and Hove. Community Works' membership focus and representation of the sector to statutory partners also ensures the charity is well connected across its area of benefit, with strong links to strategic partnerships and boards.

Risk Statement

Trustees are aware of their responsibility to ensure that the significant risks to which the charity is exposed are identified and to establish systems to manage those risks. They are particularly aware of their legal duties to safeguard the charity's money and assets.

The Board of Trustees has a Risk Management Strategy, implementation of which is delegated to the Finance and Risk sub-committee. This committee meets regularly to analyse business risk, to set out measures that staff must take to manage those risks, and to assess progress in implementing the risk management measures. During 2023/24, the charity's risk register was regularly updated by the sub-committee and headline reports discussed at Board meetings.

Trustees believe all risks to the charity have been identified and appropriate monitoring procedures are in place. The Risk Management Strategy is reviewed annually. A full copy of the Strategy can be obtained from the Company Secretary.

Trustees are confident that all reasonable steps have been taken to help prevent financial abuse of the organisation's funds by ensuring that proper robust controls and procedures have been put in place commensurate with the scope and breadth of the organisation's activities.

BRIGHTON & HOVE COMMUNITY WORKS

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2024

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

03895635 (England and Wales)

Registered Charity number

1087481

Registered office

Community Base
113 Queens Road
Brighton
East Sussex
BN1 3XG

Trustees

Mrs P Beesley
Mr D M Jensen
Ms C Vizer
Ms P Mitchell
Mr G Brown
Mr G Shanks
Mr I Bretman
Miss R Jarman

Company Secretary

Ms J Sumner

Senior Statutory Auditor

Shona Wardrop C.A.

Auditors

Chariot House Limited
Chartered Accountants
44 Grand Parade
Brighton
East Sussex
BN2 9QA

BRIGHTON & HOVE COMMUNITY WORKS

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2024

REFERENCE AND ADMINISTRATIVE DETAILS

Bankers

Triodos Bank NV
Brunel House
11 The Promenade
Bristol
BS8 3NN

Manchester Building Society
125 Portland Street
Manchester
M1 4QD

Hampshire Trust Bank
55 Bishopsgate,
London
EC2N 3AS

The Co-Operative Bank PLC
PO Box 250
Skelmersdale
WN8 6WT

Nationwide Building Society
Kings Park Road
Moulton Park
Northampton
NN3 6NW

The Cambridge Building Society
PO Box 232
51 Newmarket Road
Cambridge
CB5 8FF

BRIGHTON & HOVE COMMUNITY WORKS

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31ST MARCH 2024**

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of Brighton & Hove Community Works for the purposes of company law) are responsible for preparing the Report of the Trustees 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 those financial statements, the trustees are required to

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

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to 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.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

AUDITORS

The auditors, Chariot House Limited, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on 16th December 2024. and signed on the board's behalf by:

Mr G Shanks - Trustee

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF BRIGHTON & HOVE COMMUNITY WORKS

Opinion

We have audited the financial statements of Brighton & Hove Community Works (the 'charitable company') for the year ended 31st March 2024 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31st March 2024 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
BRIGHTON & HOVE COMMUNITY WORKS**

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF BRIGHTON & HOVE COMMUNITY WORKS

Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

We discussed identified laws and regulation, fraud risk factors and the need to remain alert among the audit team.

The company is subject to laws and regulations that directly affect the financial statements including companies and financial reporting legislation. We assessed the extent of compliance with these laws and regulations as part of our procedures on the related financial statement items, including assessing the financial statements disclosures and agreeing them to supporting documentation where necessary.

The company is subject to many other laws and regulations where the consequence of non-compliance could have a material effect on amounts or disclosure in the financial statements, for instance through the imposition of fines or litigation. We identified the following areas as those most likely to have such an effect: health and safety, anti-bribery, employment law, environmental law.

We did not find any instances of non-compliance or breaches of the legislation framework applicable to the charitable company.

We designed audit procedures to respond to the risk, recognising that the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery or intentional misrepresentations, or through collusion.

We identified that the following areas were of high risk:

- Completeness of income. We performed various audit tests to ensure that income was not materially understated in the financial statements.
- Management override of controls. We performed various audit tests to ensure there was no material management override of controls.

We focussed on laws and regulations which could give rise to a material misstatement in the financial statements, including, but not limited to, the Companies Act 2006, UK tax legislation, Charities Act 2011 and Charities SORP 2019. Our tests included agreeing the financial statement disclosures to underlying supporting documentation, enquiries with management and enquiries of legal counsel when considered necessary. There are inherent limitations in the audit procedures described above and, the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we would become aware of it. We did not identify any key audit matters relating to irregularities, including fraud. As in all our audits, we also addressed the risk of management override of internal controls, including testing journals and evaluating whether there was evidence of management bias by the directors that represented a risk of material misstatement due to fraud.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
BRIGHTON & HOVE COMMUNITY WORKS**

Other matters we are required to address

In line with the exemptions available to small charities, the accounts for the charitable company were unaudited for the period to 31st March 2023. No misstatements have been identified which materially affect the current period's financial statements.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Shona Wardrop C.A. (Senior Statutory Auditor)
Chariot House Chariot House Limited
Chartered Accountants
44 Grand Parade
Brighton
East Sussex
BN2 9QA

Date: 16th December 2024

BRIGHTON & HOVE COMMUNITY WORKS**STATEMENT OF FINANCIAL ACTIVITIES**
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31ST MARCH 2024

	Notes	Unrestricted funds £	Restricted funds £	2024 Total funds £	2023 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	23,751	1,514,003	1,541,354	847,038
Other trading activities	3	38,351	1,561	39,912	39,401
Investment income	4	<u>6,482</u>	<u>2</u>	<u>6,484</u>	<u>1,318</u>
Total		<u>72,184</u>	<u>1,515,566</u>	<u>1,587,750</u>	<u>887,757</u>
EXPENDITURE ON					
Raising funds		9,598	-	9,598	13,223
Charitable activities	5				
Staff Costs		95,045	473,480	568,525	512,480
Establishment Costs		14,044	22,061	36,105	111,652
Office Costs		15,413	118,362	133,775	44,034
Project Costs		(13,050)	242,370	229,320	140,881
Distributions to Partners		<u>-</u>	<u>359,143</u>	<u>359,143</u>	<u>102,378</u>
Total		<u>121,050</u>	<u>1,215,416</u>	<u>1,336,466</u>	<u>924,648</u>
NET INCOME/(EXPENDITURE)		(48,866)	300,150	251,284	(36,891)
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>247,127</u>	<u>-</u>	<u>247,127</u>	<u>284,018</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>198,261</u></u>	<u><u>300,150</u></u>	<u><u>498,411</u></u>	<u><u>247,127</u></u>

The notes form part of these financial statements

BRIGHTON & HOVE COMMUNITY WORKS (REGISTERED NUMBER: 03895635)**BALANCE SHEET**
31ST MARCH 2024

	Notes	Unrestricted funds £	Restricted funds £	2024 Total funds £	2023 Total funds £
FIXED ASSETS					
Investments	11	1	-	1	1
CURRENT ASSETS					
Debtors	12	11,400	-	11,400	177,291
Cash at bank and in hand		<u>256,984</u>	<u>265,350</u>	<u>522,334</u>	<u>687,252</u>
		268,384	265,350	533,734	864,543
CREDITORS					
Amounts falling due within one year	13	(35,324)	-	(35,324)	(617,417)
		<u> </u>	<u> </u>	<u> </u>	<u> </u>
NET CURRENT ASSETS		<u>233,060</u>	<u>265,350</u>	<u>498,410</u>	<u>247,126</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>233,061</u>	<u>265,350</u>	<u>498,411</u>	<u>247,127</u>
NET ASSETS		<u>233,061</u>	<u>265,350</u>	<u>498,411</u>	<u>247,127</u>
FUNDS	14				
Unrestricted funds				198,261	247,127
Restricted funds				<u>300,150</u>	<u> </u>
TOTAL FUNDS				<u>498,411</u>	<u>247,127</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 16th December 2024.and were signed on its behalf by:

Mr G Shanks - Trustee

The notes form part of these financial statements

BRIGHTON & HOVE COMMUNITY WORKS**CASH FLOW STATEMENT**
FOR THE YEAR ENDED 31ST MARCH 2024

	Notes	2024 £	2023 £
Cash flows from operating activities			
Cash generated from operations	1	<u>(171,402)</u>	<u>191,293</u>
Net cash (used in)/provided by operating activities		<u>(171,402)</u>	<u>191,293</u>
 Cash flows from investing activities			
Interest received		<u>6,484</u>	<u>1,318</u>
Net cash provided by investing activities		<u>6,484</u>	<u>1,318</u>
Change in cash and cash equivalents in the reporting period		(164,918)	192,611
Cash and cash equivalents at the beginning of the reporting period		<u>687,252</u>	<u>494,641</u>
 Cash and cash equivalents at the end of the reporting period		<u><u>522,334</u></u>	<u><u>687,252</u></u>

The notes form part of these financial statements

BRIGHTON & HOVE COMMUNITY WORKS**NOTES TO THE CASH FLOW STATEMENT**
FOR THE YEAR ENDED 31ST MARCH 2024**1. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES**

	2024 £	2023 £
Net income/(expenditure) for the reporting period (as per the Statement of Financial Activities)	251,284	(36,891)
Adjustments for:		
Interest received	(6,484)	(1,318)
Decrease/(increase) in debtors	165,891	(151,246)
(Decrease)/increase in creditors	<u>(582,093)</u>	<u>380,748</u>
Net cash (used in)/provided by operations	<u>(171,402)</u>	<u>191,293</u>

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1/4/23 £	Cash flow £	At 31/3/24 £
Net cash			
Cash at bank and in hand	<u>687,252</u>	<u>(164,918)</u>	<u>522,334</u>
	<u>687,252</u>	<u>(164,918)</u>	<u>522,334</u>
Total	<u>687,252</u>	<u>(164,918)</u>	<u>522,334</u>

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value.

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future, and on that basis the charity is considered to be a going concern.

The financial statements are prepared in sterling which is the functional currency of the entity, and are rounded to the nearest £1.

Incoming resources

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Where grants have been received for capital items, the total grant has been disclosed in the SOFA and depreciation, in accordance with the accounting policies, has been charged against that income over the estimated useful economic life of the asset.

Where grants are received during the year under review that carry performance related conditions which affect entitlement and therefore income recognition, the amount is deferred and released once the conditions have been met.

Consultancy Service income is also recognised on an accruals basis, accounted for in relation to the period when the work is carried out.

Resources expended

Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.

Resources expended are allocated to the particular activity where the cost relates directly to that activity. However, the cost of overall direction and administration on each activity, comprising the salary and overhead costs of the central function, is apportioned on a basis which is an estimate, based on the proportion of cost of each activity to the total cost of all activities.

Tangible fixed assets

Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life which in all cases is estimated at three years. The company has a minimum value of £1,000 for capitalisation of fixed assets.

Recognition and measurement

Fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses.

1. ACCOUNTING POLICIES - continued

Funds

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose

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

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Operating lease

Operating lease rentals are charged on a straight-line basis over the term of the lease.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Judgements and key sources of estimation uncertainty

In the application of the charity's accounting policies, the charity is required to make judgments, estimates and assumptions about the carrying value of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised, if the revision affects only that period, or in the period of the revision and future periods if the revision affects both the current and future periods.

There are no estimates and assumptions that are considered to have a significant risk of causing a material adjustments to the financial statements in a future period.

Financial instruments

The charity has only financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and are subsequently measured at their settlement value with the exception of bank loans which are measured at amortised cost using the effective interest method.

Financial Assets

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

Financial Liabilities

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

BRIGHTON & HOVE COMMUNITY WORKS**NOTES TO THE FINANCIAL STATEMENTS - continued**
FOR THE YEAR ENDED 31ST MARCH 2024**2. DONATIONS AND LEGACIES**

	2024	2023
	£	£
Donations	12,464	9,705
Grants	<u>1,528,890</u>	<u>837,333</u>
	<u>1,541,354</u>	<u>847,038</u>

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

	2024	2023
	£	£
BHCC - TSIP	387,686	370,157
Building Better Opportunities (Big Lottery Fund)	-	52,485
Adur & Worthing Council	236,811	93,940
Sompting Big Local	242,537	146,650
West Sussex County Council	50,000	46,884
NHS Sussex - West Sussex	-	25,000
Sussex Community Foundation	-	6,998
NAVCA	-	10,000
CCG Leadership	20,000	69,595
BHCC- COMF	-	2,298
NHS Sussex	120,000	9,375
Mentoring Programme	354	2,226
CCG Small Grants	140,625	-
CCG Sussex VCSE	306,375	1,725
Adult Social Care	<u>24,502</u>	<u>-</u>
	<u>1,528,890</u>	<u>837,333</u>

BRIGHTON & HOVE COMMUNITY WORKS**NOTES TO THE FINANCIAL STATEMENTS - continued**
FOR THE YEAR ENDED 31ST MARCH 2024**2. DONATIONS AND LEGACIES - continued**

Grants received within a financial year, but deferred to the following year are as follows:

	2024	2023
	£	£
Adur & Worthing Council	-	27,507
NHS England Leadership	-	20,000
Mentoring Programme	-	354
Sompting Big Local	-	33,062
NHS Sussex Small Grants	-	140,625
NHS Sussex VCSE Leaders Alliance	-	306,375
Adult Social Care	-	24,502
BHCC - TSIP	-	11,686
	<u>-</u>	<u>564,111</u>

3. OTHER TRADING ACTIVITIES

	2024	2023
	£	£
Training Service	5,153	5,075
Consultancy Service	6,448	10,636
Other Fees	13,898	10,068
Membership	<u>14,413</u>	<u>13,622</u>
	<u>39,912</u>	<u>39,401</u>

4. INVESTMENT INCOME

	2024	2023
	£	£
Deposit account interest	<u>6,484</u>	<u>1,318</u>

BRIGHTON & HOVE COMMUNITY WORKS**NOTES TO THE FINANCIAL STATEMENTS - continued**
FOR THE YEAR ENDED 31ST MARCH 2024**5. CHARITABLE ACTIVITIES COSTS**

	Direct Costs £
Staff Costs	568,525
Establishment Costs	36,105
Office Costs	133,775
Project Costs	229,320
Distributions to Partners	<u>359,143</u>
	<u><u>1,326,868</u></u>

6. NET INCOME/(EXPENDITURE)

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

	2024 £	2023 £
Independent Examiner's fee	-	2,850
Auditors Remuneration	<u>8,400</u>	<u>-</u>

7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st March 2024 nor for the year ended 31st March 2023.

Trustees' expenses

£208 was paid to 2 trustees relating to reimbursement of travel costs (2023: £205) during the year.

8. STAFF COSTS

	2024 £	2023 £
Salaries	511,308	460,130
Social Security costs	42,547	44,001
Pension costs	<u>24,021</u>	<u>21,590</u>
	<u>577,876</u>	<u>525,721</u>

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

	2024	2023
Average Number	<u>18</u>	<u>17</u>

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

The average number of employees on a Full Time equivalent basis is 15 (2023: 14).

BRIGHTON & HOVE COMMUNITY WORKS**NOTES TO THE FINANCIAL STATEMENTS - continued**
FOR THE YEAR ENDED 31ST MARCH 2024**8. STAFF COSTS - continued**

Key management personnel (comprising trustees and the CEO) remuneration (being gross salary, employers' national insurance and employers' pension) in 2023/24 was £57,808(2022/23: £57,416), including a 5% pension contribution.

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	422,979	424,059	847,038
Other trading activities	39,401	-	39,401
Investment income	<u>1,309</u>	<u>9</u>	<u>1,318</u>
Total	<u>463,689</u>	<u>424,068</u>	<u>887,757</u>
 EXPENDITURE ON			
Raising funds	13,223	-	13,223
Charitable activities			
Staff Costs	280,333	232,147	512,480
Establishment Costs	45,583	66,069	111,652
Office Costs	17,768	26,266	44,034
Project Costs	138,673	2,208	140,881
Distributions to Partners	<u>5,000</u>	<u>97,378</u>	<u>102,378</u>
Total	<u>500,580</u>	<u>424,068</u>	<u>924,648</u>
 NET INCOME/(EXPENDITURE)	(36,891)	-	(36,891)
 RECONCILIATION OF FUNDS			
Total funds brought forward	<u>284,018</u>	<u>-</u>	<u>284,018</u>
 TOTAL FUNDS CARRIED FORWARD	<u>247,127</u>	<u>-</u>	<u>247,127</u>

BRIGHTON & HOVE COMMUNITY WORKS**NOTES TO THE FINANCIAL STATEMENTS - continued**
FOR THE YEAR ENDED 31ST MARCH 2024**10. TANGIBLE FIXED ASSETS**

	Fixtures and fittings £
COST	
At 1st April 2023 and 31st March 2024	<u>2,435</u>
DEPRECIATION	
At 1st April 2023 and 31st March 2024	<u>2,435</u>
NET BOOK VALUE	
At 31st March 2024	<u>-</u>
At 31st March 2023	<u>-</u>

11. FIXED ASSET INVESTMENTS

	Unlisted investments £
MARKET VALUE	
At 1st April 2023 and 31st March 2024	<u>1</u>
NET BOOK VALUE	
At 31st March 2024	<u>1</u>
At 31st March 2023	<u>1</u>

There were no investment assets outside the UK.

The company's investments at the balance sheet date in the share capital of companies include the following:

Community Works Consultancy Limited

Registered office: Community Base, 113 Queens Road, Brighton, East Sussex, BN1 3XG

Nature of business: Dormant

Class of share:	%
Ordinary	holding 100

BRIGHTON & HOVE COMMUNITY WORKS**NOTES TO THE FINANCIAL STATEMENTS - continued**
FOR THE YEAR ENDED 31ST MARCH 2024**12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2024	2023
	£	£
Trade debtors	5,827	172,214
Rent Deposit	2,651	3,993
Prepayments and accrued income	2,922	1,084
	<u>11,400</u>	<u>177,291</u>

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024	2023
	£	£
Trade creditors	3,595	-
Social security and other taxes	10,478	-
Other creditors	286	16,555
Accruals and deferred income	20,965	600,862
	<u>35,324</u>	<u>617,417</u>

14. MOVEMENT IN FUNDS

	At 1/4/23	Net movement in funds	At 31/3/24
	£	£	£
Unrestricted funds			
General fund	36,183	92,778	128,961
Payroll and Redundancy Provision	189,644	(141,644)	48,000
Digital Investment	21,300	-	21,300
	247,127	(48,866)	198,261
Restricted funds			
BHCC TSIP	-	17,529	17,529
Adur & Worthing Councils	-	34,800	34,800
West Sussex County Council	-	50,000	50,000
Sompting Big Local	-	35,474	35,474
A&W Food Transition	-	20,000	20,000
Sussex VCSE	-	129,735	129,735
Adult Social Care	-	12,612	12,612
	-	300,150	300,150
TOTAL FUNDS	<u>247,127</u>	<u>251,284</u>	<u>498,411</u>

BRIGHTON & HOVE COMMUNITY WORKS**NOTES TO THE FINANCIAL STATEMENTS - continued**
FOR THE YEAR ENDED 31ST MARCH 2024**14. MOVEMENT IN FUNDS - continued**

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	72,184	(121,050)	(48,866)
Restricted funds			
BHCC TSIP	388,373	(370,844)	17,529
Adur & Worthing Councils	237,782	(197,982)	34,800
West Sussex County Council	50,000	-	50,000
Sompting Big Local	233,438	(197,964)	35,474
A&W Food Transition	20,000	-	20,000
NHS Small Grants Fund	240,096	(240,096)	-
Sussex VCSE	326,375	(196,640)	129,735
Adult Social Care	<u>24,502</u>	<u>(11,890)</u>	<u>12,612</u>
	<u>1,515,566</u>	<u>(1,215,416)</u>	<u>300,150</u>
TOTAL FUNDS	<u><u>1,587,750</u></u>	<u><u>(1,336,466)</u></u>	<u><u>251,284</u></u>

Comparatives for movement in funds

	At 1/4/22 £	Net movement in funds £	Transfers between funds £	At 31/3/23 £
Unrestricted funds				
General fund	20,230	(36,891)	52,844	36,183
Payroll and Redundancy Provision	173,788	-	15,856	189,644
Covid-19 Resilience fund	50,000	-	(50,000)	-
Digital Investment	<u>40,000</u>	<u>-</u>	<u>(18,700)</u>	<u>21,300</u>
	<u>284,018</u>	<u>(36,891)</u>	<u>-</u>	<u>247,127</u>
TOTAL FUNDS	<u><u>284,018</u></u>	<u><u>(36,891)</u></u>	<u><u>-</u></u>	<u><u>247,127</u></u>

BRIGHTON & HOVE COMMUNITY WORKS

NOTES TO THE FINANCIAL STATEMENTS - continued **FOR THE YEAR ENDED 31ST MARCH 2024**

14. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	463,689	(500,580)	(36,891)
Restricted funds			
Building Better Opportunities (BBO)	53,910	(53,910)	-
BHCC TSIP	<u>370,158</u>	<u>(370,158)</u>	<u>-</u>
	<u>424,068</u>	<u>(424,068)</u>	<u>-</u>
TOTAL FUNDS	<u>887,757</u>	<u>(924,648)</u>	<u>(36,891)</u>

Purpose of restricted funds

BHCC TSIP. The Third Sector Infrastructure Support Partnership funded by the BHCC Third Sector Investment Programme (BHCC TSIP) is a partnership of 4 providers lead by Community Works delivering Infrastructure Support activity across Brighton and Hove. It is a jointly funded programme with funding provided by Brighton and Hove City Council and Brighton & Hove Clinical Commissioning Group for 5 years from 2020-2025. As lead organisation Community Works distributes funds to partners, coordinates the partnership and monitoring returns as well as supporting collaboration between partners.

Other Adur & Worthing restricted funding is for operational and project work that has been carried into 2024/25. This relates to work for our LCN role which supports health initiatives across Adur & Worthing and West Sussex. And our Ukraine worker role, which supports the Ukraine communities across Adur & Worthing and West Sussex.

West Sussex County Council. This was a three-year contract to support the work of the West Sussex Voluntary, Community, Social and Enterprise Alliance, a collaboration of organisations that were set up to deliver sustainable, effective and efficient infrastructure support. The funding includes monitoring of projects and work across the Alliance.

Sompting Big Local. SBL was awarded a grant from the Big Local National Lottery grants programme over a 10-year period. Community Works undertook acting as the Locally Trusted Provider for SBL as SBL are not an incorporated body. Community Works holds funding for SBL and acts as the official governing body on distribution of funding commitments agreed by SBL and the Big Local.

Adur & Worthing Food Transition. This was funding from Adur & Worthing Councils to support a collaborative proposal to include CREW, Worthing Food Foundation and Transition Town Worthing, in developing a grant application to The National Lottery Reaching Communities to establish on-going and new work for the Adur 7 Worthing Food Partnership.

NHS Small Grants Fund. We were awarded a contract to distribute funding from the Health Inequalities Small Grant Fund to local VCSE organisations. The money was distributed by Community Works to other VCSE organisations that applied to the funds via a small grants open application process.

14. MOVEMENT IN FUNDS - continued

Sussex VCSE Alliance. The Sussex Voluntary, Community and Social Enterprise (VCSE) Leaders Alliance encourages and enables connectivity and conversations between health and care partners with the VCSE across Sussex. The service is funded by NHS England and was set up to help embed the Sussex VCSE sector in the Sussex Health and Care system to work collaboratively and strategically with health and care partners to create meaningful change in people's lives. To reduce health inequalities and improve population health; through the creation of services and support that are sustainable, fit for purpose, timely and proactive.

Adult Social Care. Funded by West Sussex County Council Adult Social Care. The objective of the funding awarded to Community Works is to support the work of the Adult Social Care strategy; Life you want to lead. It is ringfenced to help with the administration and management of meetings of the VCSE Collaborative Board and representation at Board and In Task and Finish groups.

Purpose of Unrestricted funds

Payroll and Redundancy Provision: Redundancy liabilities, cost of terminating contractual liabilities, professional fees related to closure and unavoidable running costs during the closure period.

Digital Investment : costs associated with upgrading Community Works' IT stock, infrastructure and developing a new website and CRM system to better respond to the new ways of working required post Covid-19.

15. EMPLOYEE BENEFIT OBLIGATIONS

The charitable company operates a defined contribution pension scheme with contributions being made by both employer and employees at variable rates. Total pension costs in the current year amounted to £24,021 (2023: £21,590. At the year end £286 was due to the provider (2023: £115).

16. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31st March 2024.

Accounts

REGISTERED COMPANY NUMBER: 03895635 (England and Wales)
REGISTERED CHARITY NUMBER: 1087481

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2022
FOR
BRIGHTON & HOVE COMMUNITY WORKS
(A COMPANY LIMITED BY GUARANTEE)

Chariot House Limited
Chartered Accountants
44 Grand Parade
Brighton
East Sussex
BN2 9QA

BRIGHTON & HOVE COMMUNITY WORKS

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FOR THE YEAR ENDED 31ST MARCH 2022

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BRIGHTON & HOVE COMMUNITY WORKS

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2022

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st March 2022. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

BRIGHTON & HOVE COMMUNITY WORKS

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31ST MARCH 2022**

OBJECTIVES AND ACTIVITIES

Strategic Objectives and aims

KEY ACHIEVEMENTS

In 2001-2022 we continued to work towards our strategic objectives and aims. We stayed focused on our vision, mission and values during a very challenging time for many organisations.

We are proud of what we achieved this year supporting people and organisations in Adur, Worthing, Brighton & Hove and West Sussex, including:

- Total membership of 593 organisations
- We helped VCSE consortia and partnerships secure over £3.6 million.
- Our volunteers gave 5807.5 hours to support our volunteer centre.
- 484 volunteering opportunities brokered and supported.
- 871 volunteers supported COVID-19 response work recruited.
- 36 elected community representatives who represent the sector's interests, share knowledge and expertise to help influence strategy, policy and decision making.
- Operated sector networks such as, Chair West Sussex VCS Infrastructure Alliance, Community Food Network, CEO Groups, VCSE homelessness and Rough Sleeping Support Providers group and Volunteer Coordinator Forum.
- 117,045 web visits and 15,835 newsletters and updates were sent to member organisations - a huge increase from previous years.
- 629 support and information interactions sessions.
- 1184 people from 677 organisations accessed training, events, and networks.
- Contributed to 90 areas of strategic and operational planning at local, regional, and national level.
- 92% individuals accessing online information and face-to-face support reported improvement in their knowledge on leadership, governance and fundraising.

Strategic Objectives and aims

The charitable objects for which Community Works was established are set out in its Memorandum and Articles of Association.

They are:

- To promote any charitable purposes for the benefit of the public, principally but not exclusively in the local government area of Brighton and Hove and its environs (hereinafter called the "area of benefit") and, in particular to build the capacity of third sector organisations and provide them with the necessary support, information and services to enable them to pursue or contribute to any charitable purpose.
- To promote, organise and facilitate co-operation and partnership working between third sector, statutory and other relevant bodies in the achievement of the above purposes within the area of benefit.

The objects enable the charity to offer and develop a broad range of support services to the community and voluntary sector.

Ensuring the charity delivers on its objects

Community Works reviews its aims, objectives and activities each year. This review looks at activities delivered, the outcomes of this and the impact on the groups of people Community Works is set up to work with.

Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing Community Works' aims and objectives and in planning future activities. In particular, Trustees have considered how planned activities will contribute to the aims and objectives which have been set.

The Mission, Vision, Values and who we are here for are featured below:

BRIGHTON & HOVE COMMUNITY WORKS

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31ST MARCH 2022**

Our Vision

Resilient and happy communities created when people, community organisations, businesses and the public sector work together, solving problems and creating social good.

Our Mission

CONNECTING

We connect people and organisations and create productive collaborations capable of delivering change

SUPPORTING

We provide leadership and learning opportunities so people can make a positive difference in their communities

CHALLENGING

We look to challenge, seek opportunities and find innovative ways to create meaningful change

Our Values

We strive to be: Bold, Connected, Knowledgeable, Inclusive

We strive to act with: Integrity, Compassion, Focus

Who we are here for

People who want to engage in their local community

Charities and community organisations that want to have an even greater impact

Public bodies and public servants who want to work in wider collaboration

Businesses that want to contribute to the community

Services and activities

Community Works' current strategic objectives (due for review in 2022) are:

1: Strong voluntary and community organisations for now and for the future

- Increase the number of voluntary and community organisations which are more effective as a result of support
- Increase the number of voluntary and community sector (VCS) leaders who possess knowledge needed to run more effective organisations leading in their field
- Increase the number of voluntary and community organisations accessing expertise and skills held in the sector and externally
- Increase the ability of the VCS to respond to the changing internal and external context
- Increase the number of VCS organisations which are more effective as a result of improved digital effectiveness

2: Strong and more diverse base for volunteering and voluntary activity

- Increase access to volunteering opportunities locally by embedding volunteering support in the community
- Increase the number of organisations providing quality best practice volunteering programmes
- Increase commissioners' and decision-makers' understanding of the triple impact of volunteering
- Increase the appreciation, understanding, value and impact of volunteering especially in underrepresented communities

3: Collaborations which improve opportunities for local people

- Increase the number of collaborations resulting in services which better meet communities' needs
- Improve the effectiveness of voluntary organisations working in a collaborative way to bid for and deliver public services
- Increase the development of solutions meeting local need led by the VCS
- Increase the use of expertise held within the VCS on forming and sustaining collaboration & partnerships
- Increase VCS, business and public sector collaborations by aligning strategic priorities

4: Cross Cutting Enabler: Community Works as a stronger and more resilient organisation

- Diversify and increase income and fundraising from different sources and invest in key services
- Increase the number of volunteers and consultants in our workforce and the capacity to support them
- Increase awareness of our services and the impact of our work
- Develop and make best use of expertise from within our team and improve leadership amongst the team
- Increase the infrastructure and internal capacity around effective use of digital tools to enhance delivery
- Increase the diversity and sharing of knowledge, skills and resources across the organisation
- Building a strong evidence base and resource about the local VCS

Ensuring the Charity Delivers on Public Benefit

All Community Works' charitable activities focus on informing and engaging with our stakeholders, representing voluntary and community organisations, building partnerships which will improve people's lives and services, building the capacity of local voluntary and community organisations, and ensuring that volunteering is promoted and supported. These activities are undertaken to further Community Works' charitable purpose for the public benefit. Opportunity to benefit is not restricted, as Community Works proactively includes all individuals in its activities (staff, volunteers and services users from voluntary and community organisations), and particularly those from under-represented groups.

Ensuring the Charity Delivers on Public Benefit

All Community Works' charitable activities focus on informing and engaging with our stakeholders, representing voluntary and community organisations, building partnerships which will improve people's lives and services, building the capacity of local voluntary and community organisations, and ensuring that volunteering is promoted and supported. These activities are undertaken to further Community Works' charitable purpose for the public benefit. Opportunity to benefit is not restricted, as Community Works proactively includes all individuals in its activities (staff, volunteers and services users from voluntary and community organisations), and particularly those from under-represented groups.

BRIGHTON & HOVE COMMUNITY WORKS

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31ST MARCH 2022**

ACHIEVEMENT AND PERFORMANCE

Charitable activities

OBJECTIVES AND ACTIVITIES, ACHIEVEMENT AND PERFORMANCE 2021/22 (in line with our mission)

The sample of outputs achieved below are indicative of the work we have undertaken during the year (activity exceeds what is represented below). We ended the year with a total membership of 593 organisations across Adur and Worthing, Brighton and Hove and West Sussex.

CONNECTING

Community Works provided support for groups to come together, responding to identified gaps in provision and to secure funding. We provided guidance on best practice in designing partnerships and supported organisations to secure funding. This work helped VCSE consortia and partnerships across Brighton & Hove, Adur & Worthing and West Sussex to secure £3,617,208 during the year.

An example of the work we carried out included the Community Food Network in Adur & Worthing, Big Lottery funding of £46k was secured by Community Works to fund initial work in setting up a Food Partnership and working towards a Food Action Plan. Further funding from Adur & Worthing Council was secured to fund emergency food provision during the pandemic. Collectively, the Community Food Network brought in over £67,978 in the first half of the year.

18 member groups form the network which Community Works chairs and works to support local people experiencing disproportionate economic and health inequalities across Adur and Worthing. The Community Food Network's research on the experiences of those who rely on food support can be found here:

https://awfood.org.uk/wp-content/uploads/2022/07/Why-do-our-neighbours-need-Community-Food-Support_compressed.pdf

"How important is it to continue this work with the support of Community Works? Very important!"

Community Food Network Member

We created connections between businesses and the VCSE to explore areas of shared expertise. One example in Brighton and Hove led to a joint piece of work with American Express to secure £144,000 worth of inkind business support for people across the VCSE.

We connected people within local communities wanting to volunteer their time to support others with organisations looking for volunteers.

- Our volunteers volunteered over 5807.5 hours of their time in supporting our volunteer centre
- 1762 people registered their interest in becoming volunteers on our volunteer platform
- 169 organisations registered 332 volunteering opportunities via our volunteer centre

Some who volunteer for our organisation are drawn from member organisations and elected by the membership to act as representatives for the VCS in areas of expertise. 36 Community Works Reps across the areas we operate in provide a crucial role in connecting the VCS with key strategic and operational developments. Reps are seated at key decision-making meetings/committees and help inform policy development.

We have also utilised our expertise in representation to support the development of VCSE representation models across West Sussex and in the emerging health structures in Sussex. We operate networks such as CEO Groups and Volunteer Coordinator Fora to provide other means by which collective VCSE knowledge can be shared and support strategic development.

SUPPORTING

Providing support to the VCSE is a key aspect of our mission and that support is delivered via different mechanisms. We connected communities with the information being distributed by statutory and other partners throughout the year. In doing so, we were also contributing to the knowledge and skills of the sector. We had 117,045 web visits in 2021/22 and 15,835 newsletters and updates were sent to member organisations. The huge increase in information and the need for clear and accessible information also manifested itself in the demand for our 1-2-1 support services like advice and training.

We delivered 629 support and information interactions.

We delivered training, events and networks for 1184 people from 677 organisations. These often provided much-needed access to expertise: Topics included Key Management Skills, Fundraising, Furlough etc. The sessions provided a clearer idea of how and when to safely reintroduce face to face contact with our members and volunteers.

We increased strategic partnership working with VCSE refugee and migrant organisations, BHCC, NHS, the regional resilience forum and VCSE Emergencies Partnership around Afghan resettlement and the impact of war in Ukraine.

CHALLENGING

As a key provider, connecting the VCSE with statutory developments at a local, regional and national level, we are often invited to join strategic planning meetings and contribute expertise obtained from our members to inform those plans. The challenge of adapting delivery and plans to meet the needs of the public required collaboration from different sectors and the ability to challenge within a trusted relationships to ensure delivery adapted responsively to the changing needs of our communities.

Community Works improved collaboration with VCS and communities to enable positive change by working with the representative structures and collaborative partnerships described in the 'Connecting' section above to contribute VCSE knowledge and expertise to 90 areas of strategic and operational planning at local, regional and national level. This process of bringing community expertise to influence and develop tackling varied themes ranging from a Suicide Prevention Strategy and Digital Strategy to Budget Commentaries and a collaborative project to tackle multiple compound needs across Sussex.. Via our CEO's role as Chair of the West Sussex VCS Infrastructure Alliance, we also brought together 23 different VCSE organisations to discuss systems leadership and operational pressures.

We hosted a partnership of VCSE homelessness and rough sleeping support providers across Brighton and Hove and drew together a collaborative research report drawing on 44 organisations experience to create a report "Working Together to tackle homelessness" report, which can be found here:
www.bhcommunityworks.org.uk/working-together-to-tackle-homelessness-a-collaborative-insight-project/

BRIGHTON & HOVE COMMUNITY WORKS

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31ST MARCH 2022**

FINANCIAL REVIEW

Financial Review

The accounts declared in this report have been prepared in accordance with Statement of Recommended Practice: Accounting for Charities (SORP 2015) and with relevant company and charity legislation and regulations. The Statement of Financial Activities shows Community Works' income from all sources and how this was expended, and the split of activity between restricted and unrestricted funds.

Overview

During the year ending 31st March 2022, an overall deficit of £1,553 was incurred. After accounting for this deficit, unrestricted reserves nevertheless now still stand at £284,018. This shows an improvement on the previous year when a deficit of £11,573 was incurred.

Total incoming resources for 2021/22 amounted to £904,452 compared to £867,165 in the previous year, an increase of £37,287. This increase arises primarily from 3 main factors:

- Funding received from Coastal West Sussex CCG
- Covid 19 support and COMF funding received from Brighton & Hove Council
- Delays in undertaking commissioned activities due to Covid-19 restrictions, which led to the carry forward to 2022/23 with agreement of the funding bodies, of grant funds totalling £160,927.

A full breakdown of grants received by Community Works is shown in Note 2 to the accounts. The note also includes details of all those grants carried forward to 2022/23 with the consent of the funders.

Total expenditure for 2021/22 amounted to £906,005 compared to £878,738 in the previous year, an increase of £27,267. The main factors accounting for this increase in expenditure are reduced officer and project costs and higher staff and distributions to partners, principally related to Covid.

In line with SORP 2015, expenditure is analysed into two main categories: charitable activities and costs of generating funds. Charitable activities comprise the main work of the charity. Expenditure on charitable activities was £898,355 in 2021/22, compared to £871,078 in the previous year, an increase of £27,277.

Financial outlook

Community Works' immediate financial position is stable and secure for 2022/23. Trustees acknowledge and appreciate the ongoing support of our major funders: Brighton & Hove City Council, Brighton & Hove Clinical Commissioning Group, Adur and Worthing Councils, West Sussex County Council, the Big Lottery Fund, NHS England and NHS Sussex.

Three-year funding agreements remain in place with each of the main funders. Nevertheless, Trustees are acutely aware of the significant additional financial pressures on all Public Sector funders arising from the Covid-19 pandemic. Currently, funding continues to be received in respect of the new agreements and it has been possible to continue Community Works' full range of activities, refocused and/or re-timetabled where appropriate in consultation with funders. All staff continue to be fully employed and it has not been necessary to access central government furlough funding.

Trustees have recognised the need to broaden the sources of income available to the organisation, and during 2022/23 will continue to invest in strengthening income generation capacity within the organisation.

All organisations in the voluntary sector face great uncertainty and turbulence in the external funding environment and Community Works will work collaboratively with partners to mitigate the impact on the often-vulnerable communities that we serve. Prudent management of our reserves and implementation of our recently updated strategic plan plus integration of new models of working which have become ever more necessary as a result of the Covid-19 pandemic should put Community Works in a good place to respond to the challenges ahead.

BRIGHTON & HOVE COMMUNITY WORKS

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31ST MARCH 2022**

FINANCIAL REVIEW

Investment policy

Trustees budget to spend all of the organisation's income on planned charitable activities, and the funds held in reserve are modest in relation to the organisation's turnover and may be required at short notice. Trustees therefore considered it prudent during 2021/22 that funds should be retained as cash and held in bank accounts at the best rate of interest available.

Trustees also recognise that interest rates in the current economic climate only provide very limited opportunity to generate profit on bank deposits and that protection under the FSCS bank deposit protection scheme is limited to £85,000 per institution. Trustees therefore agreed during 2021/22 that, in order to reduce the risk of financial loss, the priority should remain for Community Works' surplus funds and reserves to be spread widely across a number of institutions.

Reserves policy

Community Works is committed to using its resources in pursuit of its charitable objectives. It is also committed, however, to maintaining a level of reserves that is prudent to meeting ongoing liabilities, sufficient to ensure that all delivery commitments can be met and to protect the long-term future of Community Works' operations. Community Works' policy seeks to balance these priorities by holding a level of reserves which equate to between three- and six-months' expenditure of the charity, based on 100% expenditure on core costs for the year ahead. Core costs include all running costs, such as payroll and overheads.

The reserves policy will fund:

- Any redundancy payments due to employees and support to employees in finding alternative employment
- Ongoing core running costs during any wind-up period
- Terminating service contracts, such as office rent and equipment
- Accountancy, audit and other professional costs
- Contingency sum for outstanding liabilities.

Trustees have established a Closure Costs Fund at a sum approximately equating to three months' payroll and redundancy costs for all staff. As of 31st March 2022, this sum is unchanged at £173,788.

Additionally, in order to be able to respond in a timely manner to any additional funding requirement arising from the ongoing pandemic, Trustees have agreed to maintain the specific additional Covid-19 Resilience Reserve of £50,000 established last year.

Trustees have also recognised the need to maintain the previously established further specific reserve of £40,000 to fund improvements in the organisation's IT infrastructure to support new ways of working as we move out of the pandemic.

The Board of Trustees continues to review the organisation's reserves policy, taking account of Charity Commission guidance as set out in its publication 'Beyond Reserves'. As at 31st March 2022, earmarked reserves (including the Closure Costs Fund and the Covid-19 Resilience Fund) total £263,788, whilst the remaining unrestricted general reserves have now been reduced to £20,230.

Trustees monitor the level of reserves quarterly and take appropriate action if reserves fall outside the desired range.

BRIGHTON & HOVE COMMUNITY WORKS

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31ST MARCH 2022**

PLANS FOR THE FUTURE

The pandemic meant we had to put many important pieces of work on hold or delay the start of the work. This work will recommence in the next year and includes:

- The need to create a new strategic plan for the organisation from 2022-2025
- Supporting the organisation as we move to a new phase following the pandemic
- A major piece of work across the organisation to improve our diversity and create more inclusive working practices
- The introduction of a new CRM and website
- Appointing a new Chair of the Trustee Board
- Completing a Trustee recruitment process to ensure we have a full Board that can support us with future development
- Development work related to increasing VCSE leadership engagement with changing NHS structures locally
- Ongoing support for the VCSE and Statutory partners with the COVID pandemic response and as we move through the various stages towards opening up and business as usual or the new reality

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Working Name

Community Works

Structure and Management

Community Works is a charitable company limited by guarantee; it was incorporated (as the Brighton and Hove Community and Voluntary Sector Forum) on 13 December 1999 and registered as a charity on 13 July 2001. Its name was changed to Brighton & Hove Community Works on 17 December 2013.

Community Works was established under a Memorandum of Association, which describes the objects and powers of the charity. The charity is governed under its Articles of Association. Under those Articles, Trustees are elected from the Community Works' Membership at the Annual General Meeting. One third of the elected, and all of the co-opted, Trustees must retire at each subsequent Annual General Meeting. All members of the Trustee Board give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity are set out in the note 7 to the accounts.

Members have guaranteed to contribute a maximum of £1 each in the event of the charitable company being wound up.

Governance and Decision Making

The Board of Trustees governs Community Works. It meets at least four times a year to discuss and review strategy, planning, development and financial matters. Day-to-day management of the charity is delegated to the Chief Executive, Jessica Sumner.

Where appropriate and necessary, sub-committees or working groups are established, with delegated authority from the full Board to undertake detailed reviews, analysis or policy development, in conjunction with Community Works members, and to report back findings and recommendations to the full Board. During 2021/22, three sub-committees were in operation: Finance and Risk, Personnel and Equalities, Strategic Development with ad hoc Task and Finish Groups being formed to take forward specific areas of work.

BRIGHTON & HOVE COMMUNITY WORKS

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31ST MARCH 2022**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment, appointment, induction and training of trustees

The Trustee Board has established procedures for recruiting and supporting Trustees.

- Trustees are recruited from the membership through an election process and ratified by Members at the Annual General Meeting. A further five Trustees can be co-opted by the Board at any time.
- Trustees are elected/co-opted with a view to ensuring Community Works has a wide variety of skills, knowledge and experience, including of the community and voluntary sector, business management, legal, financial, marketing and fundraising.
- A Trustees' skills audit is conducted annually. However, due to Covid-19, Trustees' skills and gaps at Board level were discussed at Board meetings in place of a full Trustees' skills audit. Where skills, knowledge or experience gaps are identified, additional Trustees are recruited, using wide and inclusive search methods such as advertising and networking with other organisations. An induction and ongoing training programme are also provided to ensure that Trustees are aware of their responsibilities, understand Community Works' objectives and are committed to refreshing their skills and knowledge in relation to trusteeship and good governance.

Key management remuneration

- To set the pay and rewards properly for employees, there is a need to make informed judgements as well as adhering to the charity's governance and constitutional arrangements.
- Trustees are legally and constitutionally responsible for setting rates of pay and this responsibility is delegated to the Personnel and Equalities Sub-Committee.
- In deciding on levels of pay for all staff, the following factors will be taken into account: the purpose, aims and values of the charity, competences, the strategic plan and need, ability to pay, performance, the wider 'employment offer' and recruitment and retention. These factors are not exclusive, and any decision will inevitably include an element of discretion on the part of trustees.
- Community Works' remuneration policy sets out the process for deciding the salary for staff posts and for each staff member

The salary of key management personnel in 2021/22 was £52,472 (2020/21: £53,715), including a 5% pension contribution.

Connections to Wider Networks

Community Works is well networked through membership of umbrella bodies and through formal and informal partnerships. Community Works is a member of the National Association of Community and Voluntary Action (NAVCA) and the National Council for Voluntary Organisations (NCVO). Community Works is also part of the West Sussex Voluntary Sector Infrastructure Alliance. We work in close partnership with other organisations to deliver third sector infrastructure support, community development and community engagement in Brighton and Hove. Community Works' membership focus and representation of the sector to statutory partners also ensures the charity is well connected across its area of benefit, with strong links to strategic partnerships and boards.

BRIGHTON & HOVE COMMUNITY WORKS

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31ST MARCH 2022**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Risk Statement

Trustees are aware of their responsibility to ensure that the significant risks to which the charity is exposed are identified and to establish systems to manage those risks. They are particularly aware of their legal duties to safeguard the charity's money and assets.

The Board of Trustees has a Risk Management Strategy, implementation of which is delegated to the Finance and Risk sub-committee. This committee meets regularly to analyse business risk, to set out measures that staff must take to manage those risks, and to assess progress in implementing the risk management measures. During 2021/22, the charity's risk register was regularly updated by the sub-committee and headline reports discussed at Board meetings.

The risks arising from the Covid-19 pandemic have now been incorporated into the charity's overall risk register and a separate more detailed specific register has also been compiled. This is updated on a very regular basis.

Trustees believe all risks to the charity have been identified and appropriate monitoring procedures are in place. The Risk Management Strategy is reviewed annually. A full copy of the Strategy can be obtained from the Company Secretary.

Trustees are confident that all reasonable steps have been taken to help prevent financial abuse of the organisation's funds by ensuring that proper robust controls and procedures have been put in place commensurate with the scope and breadth of the organisation's activities.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

03895635 (England and Wales)

Registered Charity number

1087481

Registered office

Community Base
113 Queens Road
Brighton
East Sussex
BN1 3XG

Trustees

Ms C E John (resigned 18/11/2021)
Ms V M Pearce (resigned 18/11/2021)
Miss C S Ridley (resigned 13/10/2021)
Mr N Roberts
Mr C A Robinson (resigned 18/11/2021)
Mrs P Beesley
Mr D Tree (resigned 18/11/2021)
Mr D M Jensen
Ms C Vizer
Ms P Mitchell
Mr G Brown (appointed 18/11/2021)
Mr G Shanks (appointed 23/11/2021)
Mr W Puddicombe (appointed 18/11/2021)
Miss L Stone (appointed 1/12/2021)

BRIGHTON & HOVE COMMUNITY WORKS

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31ST MARCH 2022

REFERENCE AND ADMINISTRATIVE DETAILS

Company Secretary

Ms J Sumner

Independent Examiner

John Thacker FCA DChA

Institute of Chartered Accountants in England and Wales

Chariot House Limited

Chartered Accountants

44 Grand Parade

Brighton

East Sussex

BN2 9QA

Bankers

Triodos Bank NV

Brunel House

11 The Promenade

Bristol

BS8 3NN

Manchester Building Society

125 Portland Street

Manchester

M1 4QD

Hampshire Trust Bank

55 Bishopsgate,

London

EC2N 3AS

The Co-Operative Bank PLC

PO Box 250

Skelmersdale

WN8 6WT

Nationwide Building Society

Kings Park Road

Moulton Park

Northampton

NN3 6NW

The Cambridge Building Society

PO Box 232

51 Newmarket Road

Cambridge

CB5 8FF

BRIGHTON & HOVE COMMUNITY WORKS

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31ST MARCH 2022**

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Trustees (who are also the Directors of Brighton & Hove Community Works for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires 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 those financial statements, Trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- 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 business.

Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to 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.

Approved by order of the board of trustees on 11th October 2022 and signed on its behalf by:

Mr G Shanks - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
BRIGHTON & HOVE COMMUNITY WORKS**

Independent examiner's report to the trustees of Brighton & Hove Community Works ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31st March 2022.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of Institute of Chartered Accountants in England and Wales which is one of the listed bodies.

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

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

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

John Thacker FCA DChA
Institute of Chartered Accountants in England and Wales
Chariot House Limited
Chartered Accountants
44 Grand Parade
Brighton
East Sussex
BN2 9QA

Date: 18th October 2022

BRIGHTON & HOVE COMMUNITY WORKS**STATEMENT OF FINANCIAL ACTIVITIES**
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31ST MARCH 2022

	Notes	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	486,921	370,157	857,078	806,775
Other trading activities	3	46,607	-	46,607	58,137
Investment income	4	<u>767</u>	<u>-</u>	<u>767</u>	<u>2,253</u>
Total		<u>534,295</u>	<u>370,157</u>	<u>904,452</u>	<u>867,165</u>
EXPENDITURE ON					
Raising funds		7,650	-	7,650	7,660
Charitable activities	5				
Staff Costs		297,894	206,209	504,103	482,813
Establishment Costs		27,534	47,273	74,807	80,740
Office Costs		17,791	8,816	26,607	44,326
Project Costs		94,604	10,481	105,085	112,400
Distributions to Partners		<u>90,375</u>	<u>97,378</u>	<u>187,753</u>	<u>150,799</u>
Total		<u>535,848</u>	<u>370,157</u>	<u>906,005</u>	<u>878,738</u>
NET INCOME/(EXPENDITURE)		(1,553)	-	(1,553)	(11,573)
RECONCILIATION OF FUNDS					
Total funds brought forward		285,571	-	285,571	297,144
TOTAL FUNDS CARRIED FORWARD		<u>284,018</u>	<u>-</u>	<u>284,018</u>	<u>285,571</u>

The notes form part of these financial statements

BRIGHTON & HOVE COMMUNITY WORKS (REGISTERED NUMBER: 03895635)**BALANCE SHEET**
31ST MARCH 2022

	Notes	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
FIXED ASSETS					
Tangible assets	10	-	-	-	812
Investments	11	<u>1</u>	<u>-</u>	<u>1</u>	<u>1</u>
		1	-	1	813
CURRENT ASSETS					
Debtors	12	26,045	-	26,045	69,147
Cash at bank		<u>494,641</u>	<u>-</u>	<u>494,641</u>	<u>471,921</u>
		520,686	-	520,686	541,068
CREDITORS					
Amounts falling due within one year	13	(236,669)	-	(236,669)	(256,310)
		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET CURRENT ASSETS		<u>284,017</u>	<u>-</u>	<u>284,017</u>	<u>284,758</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>284,018</u>	<u>-</u>	<u>284,018</u>	<u>285,571</u>
NET ASSETS		<u>284,018</u>	<u>-</u>	<u>284,018</u>	<u>285,571</u>
FUNDS	15				
Unrestricted funds				<u>284,018</u>	<u>285,571</u>
TOTAL FUNDS				<u>284,018</u>	<u>285,571</u>

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

The members have not required the company to obtain an audit of its financial statements for the year ended 31st March 2022 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The notes form part of these financial statements

BALANCE SHEET - continued
31ST MARCH 2022

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

The financial statements were approved by the Board of Trustees and authorised for issue on 11th October 2022 and were signed on its behalf by:

Mr G Shanks - Trustee

The notes form part of these financial statements

BRIGHTON & HOVE COMMUNITY WORKS**CASH FLOW STATEMENT**
FOR THE YEAR ENDED 31ST MARCH 2022

	Notes	2022 £	2021 £
Cash flows from operating activities			
Cash generated from operations	1	<u>21,953</u>	<u>46,512</u>
Net cash provided by operating activities		<u>21,953</u>	<u>46,512</u>
 Cash flows from investing activities			
Interest received		<u>767</u>	<u>2,253</u>
Net cash provided by investing activities		<u>767</u>	<u>2,253</u>
Change in cash and cash equivalents in the reporting period		22,720	48,765
Cash and cash equivalents at the beginning of the reporting period		<u>471,921</u>	<u>423,156</u>
 Cash and cash equivalents at the end of the reporting period		<u>494,641</u>	<u>471,921</u>

The notes form part of these financial statements

BRIGHTON & HOVE COMMUNITY WORKS**NOTES TO THE CASH FLOW STATEMENT**
FOR THE YEAR ENDED 31ST MARCH 2022**1. RECONCILIATION OF NET EXPENDITURE TO NET CASH FLOW FROM OPERATING ACTIVITIES**

	2022 £	2021 £
Net expenditure for the reporting period (as per the Statement of Financial Activities)	(1,553)	(11,573)
Adjustments for:		
Depreciation charges	812	811
Interest received	(767)	(2,253)
Decrease/(increase) in debtors	43,102	(52,596)
(Decrease)/increase in creditors	(19,641)	112,123
Net cash provided by operations	<u>21,953</u>	<u>46,512</u>

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1/4/21 £	Cash flow £	At 31/3/22 £
Net cash			
Cash at bank	<u>471,921</u>	<u>22,720</u>	<u>494,641</u>
	<u>471,921</u>	<u>22,720</u>	<u>494,641</u>
Total	<u>471,921</u>	<u>22,720</u>	<u>494,641</u>

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value.

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future, including taking into account any potential impact of the Covid-19 pandemic, and on that basis the charity is considered to be a going concern.

Incoming resources

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Grants are recognised on an accruals basis, accounted for in relation to the period that they relate. Where grants have been received for capital items, the total grant has been disclosed in the SOFA and depreciation, in accordance with the accounting policies, has been charged against that income over the estimated useful economic life of the asset.

Where grants are received during the year under review but relate to a latter period the amount is deferred under Grants in Advance in the Balance Sheet.

Consultancy Service income is also recognised on an accruals basis, accounted for in relation to the period when the work carried out.

Resources expended

Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.

Resources expended are allocated to the particular activity where the cost relates directly to that activity. However, the cost of overall direction and administration on each activity, comprising the salary and overhead costs of the central function, is apportioned on a basis which is an estimate, based on the proportion of cost of each activity to the total cost of all activities.

Tangible fixed assets

Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life which in all cases is estimated at three years. The company has a minimum value of £1,000 for capitalisation of fixed assets. All assets are included in the balance sheet at cost.

Funds

The Charity has various types of funds for which it is responsible:

Unrestricted Funds - these funds are for use on the general charitable objectives of the Charity.

Restricted Funds - these funds are for use as directed by the donor.

Operating lease

Operating lease rentals are charged on a straight-line basis over the term of the lease.

BRIGHTON & HOVE COMMUNITY WORKS**NOTES TO THE FINANCIAL STATEMENTS - continued**
FOR THE YEAR ENDED 31ST MARCH 2022**2. DONATIONS AND LEGACIES**

	2022	2021
	£	£
Grants	<u>857,078</u>	<u>806,775</u>

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

	2022	2021
	£	£
BHCC - TSIP	370,156	376,001
CCG PPG	10,000	5,500
Building Better Opportunities (Big Lottery Fund)	72,757	68,252
Adur & Worthing Council	74,473	88,279
RCUK Brighton Uni Work	1,200	-
Sompting Big Local	71,021	70,343
West Sussex County Council	48,546	81,386
Coastal West Sussex CCG	25,000	-
Sussex Community Foundation	13,002	27,450
BHCC	1,000	3,650
NAVCA	1,500	1,500
National Lottery	48,648	49,988
CCG Volunteering	-	4,630
CCG Leadership	4,299	24,796
BHCC Covid 19	-	5,000
BHCC- COMF	72,702	-
NHS Sussex	30,000	-
VCS Cato	9,704	-
Mentoring Programme	<u>3,070</u>	<u>-</u>
	<u>857,078</u>	<u>806,775</u>

Grants received but deferred until 2022/23

	2022	2021
	£	£
Adur & Worthing Council	42,837	24,700
NHS England Leadership	60,905	15,204
Mentoring Programme	2,580	5,650
Sompting Big Local	20,049	67,380
BHCC	-	1,000
East Sussex CCG Leadership	-	50,000
Sussex Community Foundation	-	20,000
Supported Volunteers	6,998	-
Adult Social Care	18,000	-
VCS Cato	-	9,704
BHCC COMF	2,298	-
Building Better Opportunities (Big Lottery Fund)	1,417	4,267
BHCC - TSIP	5,843	2,921
A+W Food Partnership	<u>-</u>	<u>1,000</u>
	<u>160,627</u>	<u>201,826</u>

*BHCC refers to Brighton and Hove City Council

BRIGHTON & HOVE COMMUNITY WORKS**NOTES TO THE FINANCIAL STATEMENTS - continued**
FOR THE YEAR ENDED 31ST MARCH 2022**3. OTHER TRADING ACTIVITIES**

	2022	2021
	£	£
Training Service	8,306	3,389
Consultancy Service	16,559	17,784
Other Fees	8,356	11,894
Membership	<u>13,386</u>	<u>25,070</u>
	<u>46,607</u>	<u>58,137</u>

4. INVESTMENT INCOME

	2022	2021
	£	£
Deposit account interest	<u>767</u>	<u>2,253</u>

5. CHARITABLE ACTIVITIES COSTS

	Direct Costs £
Staff Costs	504,103
Establishment Costs	74,807
Office Costs	26,607
Project Costs	105,085
Distributions to Partners	<u>187,753</u>
	<u>898,355</u>

6. NET INCOME/(EXPENDITURE)

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

	2022	2021
	£	£
Depreciation - owned assets	812	811
Independent Examiner's fee	<u>3,000</u>	<u>2,880</u>

BRIGHTON & HOVE COMMUNITY WORKS**NOTES TO THE FINANCIAL STATEMENTS - continued**
FOR THE YEAR ENDED 31ST MARCH 2022**7. TRUSTEES' REMUNERATION AND BENEFITS**

No Trustee received any emoluments (2021: £nil) during the year. £nil was paid to trustees relating to meeting costs (2021: £nil) during the year.

Trustees' expenses

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

8. STAFF COSTS

	2022 £	2021 £
Salaries	449,539	432,722
Social Security costs	39,837	36,325
Pension costs	<u>22,376</u>	<u>21,426</u>
	<u>511,752</u>	<u>490,473</u>

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

	2022	2021
Average Number	<u>18</u>	<u>20</u>

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

The average number of employees on a Full Time equivalent basis is 11.

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	433,696	373,079	806,775
Other trading activities	58,137	-	58,137
Investment income	<u>2,253</u>	<u>-</u>	<u>2,253</u>
Total	<u>494,086</u>	<u>373,079</u>	<u>867,165</u>
 EXPENDITURE ON			
Raising funds	7,660	-	7,660
 Charitable activities			
Staff Costs	280,563	202,250	482,813
Establishment Costs	27,659	53,081	80,740
Office Costs	37,138	7,188	44,326
Project Costs	102,139	10,261	112,400
Distributions to Partners	<u>50,500</u>	<u>100,299</u>	<u>150,799</u>
	<u>505,659</u>	<u>373,079</u>	<u>878,378</u>

BRIGHTON & HOVE COMMUNITY WORKS**NOTES TO THE FINANCIAL STATEMENTS - continued**
FOR THE YEAR ENDED 31ST MARCH 2022**9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued**

	Unrestricted funds £	Restricted funds £	Total funds £
NET INCOME/(EXPENDITURE)	(11,573)	-	(11,573)
RECONCILIATION OF FUNDS			
Total funds brought forward	297,144	-	297,144
TOTAL FUNDS CARRIED FORWARD	<u>285,571</u>	<u>-</u>	<u>285,571</u>

10. TANGIBLE FIXED ASSETS

	Fixtures and fittings £
COST	
At 1st April 2021 and 31st March 2022	<u>2,435</u>
DEPRECIATION	
At 1st April 2021	1,623
Charge for year	<u>812</u>
At 31st March 2022	<u>2,435</u>
NET BOOK VALUE	
At 31st March 2022	<u>-</u>
At 31st March 2021	<u>812</u>

BRIGHTON & HOVE COMMUNITY WORKS**NOTES TO THE FINANCIAL STATEMENTS - continued**
FOR THE YEAR ENDED 31ST MARCH 2022**11. FIXED ASSET INVESTMENTS**

	Unlisted investments £
MARKET VALUE	
At 1st April 2021 and 31st March 2022	<u>1</u>
NET BOOK VALUE	
At 31st March 2022	<u>1</u>
At 31st March 2021	<u>1</u>

There were no investment assets outside the UK.

The company's investments at the balance sheet date in the share capital of companies include the following:

Community Works Consultancy Limited

Registered office:

Nature of business: Dormant

Class of share:	% holding
Ordinary	100

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Other debtors	22,134	61,562
Rent Deposit	2,651	2,651
Prepayments and accrued income	<u>1,260</u>	<u>4,934</u>
	<u>26,045</u>	<u>69,147</u>

BRIGHTON & HOVE COMMUNITY WORKS**NOTES TO THE FINANCIAL STATEMENTS - continued**
FOR THE YEAR ENDED 31ST MARCH 2022**13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2022	2021
	£	£
Social security and other taxes	8,423	8,204
Other creditors	42,859	18,795
Accruals and deferred income	<u>185,387</u>	<u>229,311</u>
	<u>236,669</u>	<u>256,310</u>

14. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2022	2021
	£	£
Within one year	5,520	5,520
Between one and five years	<u>-</u>	<u>5,520</u>
	<u>5,520</u>	<u>11,040</u>

15. MOVEMENT IN FUNDS

	At 1/4/21	Net movement in funds	At 31/3/22
	£	£	£
Unrestricted funds			
General fund	21,783	(1,553)	20,230
Payroll and Redundancy Provision	173,788	-	173,788
Covid-19 Resilience fund	50,000	-	50,000
Digital Investment	<u>40,000</u>	<u>-</u>	<u>40,000</u>
	<u>285,571</u>	<u>(1,553)</u>	<u>284,018</u>
TOTAL FUNDS	<u>285,571</u>	<u>(1,553)</u>	<u>284,018</u>

BRIGHTON & HOVE COMMUNITY WORKS**NOTES TO THE FINANCIAL STATEMENTS - continued**
FOR THE YEAR ENDED 31ST MARCH 2022**15. MOVEMENT IN FUNDS - continued**

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	470,114	(471,667)	(1,553)
Big Lottery Fund and ESF Building Better Opportunities	<u>64,181</u>	<u>(64,181)</u>	<u>-</u>
	534,295	(535,848)	(1,553)
Restricted funds			
BHCC TSIP	<u>370,157</u>	<u>(370,157)</u>	<u>-</u>
TOTAL FUNDS	<u><u>904,452</u></u>	<u><u>(906,005)</u></u>	<u><u>(1,553)</u></u>

Comparatives for movement in funds

	At 1/4/20 £	Net movement in funds £	Transfers between funds £	At 31/3/21 £
Unrestricted funds				
General fund	26,691	(11,573)	6,665	21,783
Payroll and Redundancy Provision	185,453	-	(11,665)	173,788
External Digital	30,000	-	(30,000)	-
Covid-19 Resilience fund	50,000	-	-	50,000
IT and Equipment to support homeworking	5,000	-	(5,000)	-
Digital Investment	<u>-</u>	<u>-</u>	<u>40,000</u>	<u>40,000</u>
	<u>297,144</u>	<u>(11,573)</u>	<u>-</u>	<u>285,571</u>
TOTAL FUNDS	<u><u>297,144</u></u>	<u><u>(11,573)</u></u>	<u><u>-</u></u>	<u><u>285,571</u></u>

BRIGHTON & HOVE COMMUNITY WORKS**NOTES TO THE FINANCIAL STATEMENTS - continued**
FOR THE YEAR ENDED 31ST MARCH 2022**15. MOVEMENT IN FUNDS - continued**

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	425,834	(437,407)	(11,573)
Big Lottery Fund and ESF Building Better Opportunities	<u>68,252</u>	<u>(68,252)</u>	<u>-</u>
	494,086	(505,659)	(11,573)
Restricted funds			
BHCC TSIP	<u>373,079</u>	<u>(373,079)</u>	<u>-</u>
TOTAL FUNDS	<u><u>867,165</u></u>	<u><u>(878,738)</u></u>	<u><u>(11,573)</u></u>

Purpose of restricted funds

BHCC TSIP. The Third Sector Infrastructure Support Partnership funded by the BHCC Third Sector Investment Programme (BHCC TSIP) is a partnership of 4 providers lead by Community Works delivering Infrastructure Support activity across Brighton and Hove. It is a jointly funded programme with funding provided by Brighton and Hove City Council and Brighton & Hove Clinical Commissioning Group for 3 years from 2020-2023. As lead organisation Community Works distributes funds to partners, coordinates the partnership and monitoring returns as well as supporting collaboration between partners.

Purpose of Unrestricted funds

Payroll and Redundancy Provision: Redundancy liabilities and 3 months payroll and unavoidable running costs

Digital Investment : costs associated with upgrading Community Works' IT stock, infrastructure and developing a new website and CRM.to better respond to the new ways of working required post Covid-19

Covid 19 Resilience Fund: a specific fund to enable the organisation to respond swiftly to the need to redesign services provided by Community Works or to develop new delivery mechanisms and to be in a position to agree to urgent requests from member organisations for free training, access to free consultancy support and other vital support.

16. RELATED PARTY DISCLOSURES

There were no related party transactions during the year.

Accounts

REGISTERED COMPANY NUMBER: 03895635 (England and Wales)
REGISTERED CHARITY NUMBER: 1087481

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2021
FOR
BRIGHTON & HOVE COMMUNITY WORKS
(A COMPANY LIMITED BY GUARANTEE)

Chariot House Limited
Chartered Accountants
44 Grand Parade
Brighton
East Sussex
BN2 9QA

BRIGHTON & HOVE COMMUNITY WORKS

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FOR THE YEAR ENDED 31ST MARCH 2021

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BRIGHTON & HOVE COMMUNITY WORKS

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31ST MARCH 2021**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st March 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

BRIGHTON & HOVE COMMUNITY WORKS

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31ST MARCH 2021**

OBJECTIVES AND ACTIVITIES

Strategic Objectives and aims

The charitable objects for which Community Works was established are set out in its Memorandum and Articles of Association.

They are:

- To promote any charitable purposes for the benefit of the public, principally but not exclusively in the local government area of Brighton and Hove and its environs (hereinafter called the "area of benefit") and, in particular, to build the capacity of third sector organisations and provide them with the necessary support, information and services to enable them to pursue or contribute to any charitable purpose.
- To promote, organise and facilitate co-operation and partnership working between third sector, statutory and other relevant bodies in the achievement of the above purposes within the area of benefit.

The objects enable the charity to offer and develop a broad range of support services to the community and voluntary sector.

Ensuring the charity delivers on its objects

Community Works reviews its aims, objectives and activities each year. This review looks at activities delivered, the outcomes of this and the impact on the groups of people Community Works is set up to work with.

Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing Community Works' aims and objectives and in planning future activities. In particular, Trustees have considered how planned activities will contribute to the aims and objectives which have been set.

During this year Trustees and staff have been reviewing the Mission, Vision, Values and who we are here for along with key stakeholders to determine the overall strategic direction of the organisation. The updated Mission, Vision, Values and who we are here for are featured below:

Our Vision

Resilient and happy communities created when people, community organisations, businesses and the public sector work together solving problems and creating social good.

Our Mission

CONNECTING

We connect people and organisations and create productive collaborations capable of delivering change

SUPPORTING

We provide leadership and learning opportunities so people can make a positive difference in their communities

CHALLENGING

We look to challenge, seek opportunities and find innovative ways to create meaningful change

Our Values

We strive to be: Bold, Connected, Knowledgeable, Inclusive

We strive to act with: Integrity, Compassion, Focus

Who we are here for

People who want to engage in their local community

Charities and community organisations that want to have an even greater impact

Public bodies and public servants who want to work in wider collaboration

Businesses that want to contribute to the community

Services and activities

BRIGHTON & HOVE COMMUNITY WORKS

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31ST MARCH 2021**

Community Works current strategic objectives (due for review in 2021) are:

1: Strong voluntary and community organisations for now and for the future

- Increase the number of voluntary and community organisations which are more effective as a result of support
- Increase the number of voluntary and community sector (VCS) leaders who possess knowledge needed to run more effective organisations leading in their field
- Increase the number of voluntary and community organisations accessing expertise and skills held in the sector and externally
- Increase the ability of the VCS to respond to the changing internal and external context
- Increase the number of VCS organisations which are more effective as a result of improved digital effectiveness

2: Strong and more diverse base for volunteering and voluntary activity

- Increase access to volunteering opportunities locally by embedding volunteering support in the community
- Increase the number of organisations providing quality best practice volunteering programmes
- Increase commissioners and decision-makers understanding of the triple impact of volunteering
- Increase the appreciation, understanding, value and impact of volunteering especially in underrepresented communities

3: Collaborations which improve opportunities for local people

- Increase the number of collaborations resulting in services which better meet communities' needs
- Improve the effectiveness of voluntary organisations working in a collaborative way to bid for and deliver public services
- Increase the development of solutions meeting local need led by the VCS
- Increase the use of expertise held within the VCS on forming and sustaining collaboration & partnerships
- Increase VCS, Businesses, & public sector collaborations by aligning strategic priorities

4: Cross Cutting Enabler: Community Works as a stronger and more resilient organisation

- Diversify and increase income & fundraising from different sources & invest in key services
- Increase the number of volunteers and consultants in our workforce and the capacity to support them
- Increase awareness of our services and the impact of our work
- Develop and make best use of expertise from within our team and improve leadership amongst the team
- Increase the infrastructure and internal capacity around effective use of digital tools to enhance delivery
- Increase the diversity & sharing of knowledge, skills and resources across the organisation
- Building a strong evidence base and resource about the local VCS

Ensuring the Charity Delivers on Public Benefit

All Community Works' charitable activities focus on informing and engaging with our stakeholders, representing voluntary and community organisations, building partnerships which will improve people's lives and services, building the capacity of local voluntary and community organisations, and ensuring that volunteering is promoted and supported. These activities are undertaken to further Community Works' charitable purpose for the public benefit. Opportunity to benefit is not restricted, as Community Works proactively includes all individuals in its activities (staff, volunteers and services users from voluntary and community organisations), and particularly those from under-represented groups.

COVID-19

During the year COVID-19 meant work carried out had to be reviewed. The strategic priorities were reviewed to focus on key areas of need during the evolving pandemic:

1. Working strategically with other organisations across all sectors to ensure the VCS offer and needs are included in planning and delivery
2. Providing advice and guidance to organisations on issues directly related to Covid-19, see our website
3. Amplifying relevant work across the sector
4. Supporting individuals and organisations through the Volunteer Centre

BRIGHTON & HOVE COMMUNITY WORKS

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31ST MARCH 2021**

OBJECTIVES AND ACTIVITIES

Ensuring the Charity Delivers on Public Benefit

All Community Works' charitable activities focus on informing and engaging with our stakeholders, representing voluntary and community organisations, building partnerships which will improve people's lives and services, building the capacity of local voluntary and community organisations, and ensuring that volunteering is promoted and supported. These activities are undertaken to further Community Works' charitable purpose for the public benefit. Opportunity to benefit is not restricted, as Community Works proactively includes all individuals in its activities (staff, volunteers and services users from voluntary and community organisations), and particularly those from under-represented groups.

BRIGHTON & HOVE COMMUNITY WORKS

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31ST MARCH 2021**

ACHIEVEMENT AND PERFORMANCE 2020/21 (in line with our mission)

The sample of outputs achieved below are indicative of the work we have undertaken during the course of the year (activity exceeds what is represented below). We ended the year with a total membership of 618 organisations across Adur and Worthing, Brighton and Hove.

CONNECTING

Community Works provided support for groups to come together in order to take forward work responding to identified gaps in provision and secure funding. We provided guidance on best practice in designing partnerships and this work helped VCSE consortia & partnerships to secure £474000 during the year.

An example of the work we carried out included setting up a new Food Partnership initiative across Adur & Worthing. We facilitated meetings of food banks and food suppliers working to feed those in need and the group decided to form a more coherent partnership. We were successful in bidding for a National Lottery COVID-19 grant to help with the work involved in doing this. As a result, the Food Partnership supported 3,879 individuals with 923 food parcel deliveries every month and nearly 2000 pre-prepared BATCH meals, by 153 volunteers. In response to requests from the Partnership members we also delivered a number of training sessions to local food projects and produced a short series of video-casts on key topics:

- o basic awareness in Mental Health (delivered with Mind) - 63 views
- o Debt and money advice - 66 views
- o Overview of advice and support (Citizens Advice) - 102 views

We connected local organisations to the changing external rules and regulations during the pandemic. CW Covid-19 community newsletters were developed to communicate about the pandemic and keep organisations up to date with what they needed to do to keep their staff, volunteers, and those they work with, safe. The regular updates from Community Works provided much needed information in an accessible format and condensed all of the information coming from national and local statutory partners into understandable formats. "The ...emails from Community Works...gave updates and information were of great help and many of our volunteers appreciated receiving them. Links included in these emails were extremely useful as they covered a wide range of community issues and concerns". They started as a daily resource due to the influx of information being distributed nationally and locally, as the information flows slowed we altered the regularity of the updates.

We developed a new Instagram platform @communityworks_org to add to our social media channels and to share our work and the amazing work of VCS organisations working across Brighton & Hove, Adur & Worthing and West Sussex. This quickly accrued followers (currently 584).

We also connected people within local communities wanting to volunteer their time supporting others, with organisations looking for volunteers. We brokered 484 volunteering opportunities and supported external partners including local authorities and health partners in developing good practice around volunteering and in designing the roles they needed to fill. We also recruited 871 volunteers to support COVID-19 response work.

Some who volunteer for our organisation are drawn from member organisations and elected by the membership to act as representatives for the VCS in areas of expertise. Our number of Reps across the areas we operate in is 34 and Reps have been especially active during the COVID response where they have linked with local statutory structures to inform the COVID response from a community perspective and raise community needs. Reps provide a crucial role in connecting the VCS with key strategic and operational developments across the areas we cover. They are seated at key decision making meetings/committees and help inform policy development

BRIGHTON & HOVE COMMUNITY WORKS

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31ST MARCH 2021**

SUPPORTING

Providing support to the VCSE is a key aspect of our mission and that support is delivered via different mechanisms. As mentioned in the Connecting section above we carried out more communications work during the pandemic to connect communities with the information being distributed by statutory and other partners throughout the pandemic. In doing so we were also contributing to the knowledge and skills of the sector. We had 143,569 web visits in 2020/21 and 20,896 newsletters were opened and read. The huge increase in information and the need for clear and accessible information also manifested in the demand for our 1-2-1 support services like advice and training.

We delivered 825 support and information interactions with people from 324 organisations.

We also delivered 115 training, learning and Network events took place despite the loss of face to face gatherings.

We created new resources to try and bring together information in ways which were clear and accessible:

CW co-created covidbrightonhove.org website. A fully translated website for information and advice on all matters relating to COVID-19.

CW created an online resource on Mental Health support available for VCSE organisations and the people they work with: <https://padlet.com/healthpromotion/well>

We supported 250 organisations to improve their volunteering programmes throughout a huge period of change for volunteering

The Covid 19 pandemic and resultant lockdown in March led to an outpouring of offers of volunteering. In response to this Community Works transformed their volunteer brokerage offer. We

- Developed template and bespoke volunteer role descriptions for orgs to help support their lack of capacity- - -
- Created a new volunteer run ESV/Business skills brokerage servi-
- Support the transfer of volunteers form one organisation to another as demand and supply changed
- Developed and publicised best practice advice on volunteering during the pandemic, including safeguarding and money handling
- Supported Adur and Worthing Council to develop a safe and effective volunteer programme
- Worked with Brighton & Hove City Council to recruit over 500 volunteers to deliver a city-wide newsletter fro residents
- Led the Brighton & Hove Volunteering Workstream response to COVID-19

Based on our experience we are now developing our volunteering platform to enable task-based roles to be brokered, and are focussing on inclusivity in volunteering.

CHALLENGING

As a key provider connecting the VCSE with statutory developments at a local, regional and national level we were often invited to join strategic planning meetings and contribute expertise obtained from our members to inform those plans. The challenge of adapting delivery and plans to meet the needs of the public during the pandemic required collaboration from different sectors and the ability to challenge within a trusted relationships to ensure delivery adapted responsively to the changing needs of our communities.

CW ensured VCSE knowledge and expertise contributed to strategic and operational planning at local regional and national level with staff and Reps joining 32 regular statutory groups/meetings across Brighton & Hove tackling varied themes ranging from Vulnerable People to Volunteering, vaccinations to communications. Via our CEO's role as Chair of the West Sussex VCS Infrastructure alliance we also ensured VCSE representation was delivered at 70 meetings during the year covering 24 areas of West Sussex strategic development

BRIGHTON & HOVE COMMUNITY WORKS

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31ST MARCH 2021**

WE also led work to bring together feedback from the VCSE on the impact of the pandemic on communities and the sector. We were able to challenge systemic issues which were holding back meaningful collaboration at a systemic level and make recommendations for future working. We produced a survey covering Brighton & Hove, Adur & Worthing (<https://www.bhcommunityworks.org.uk/impact-covid-19-vcse/>) which featured case studies from across the sector demonstrating the expertise and strategic leadership the sector contributed during the pandemic. We also collaborated with peers across Sussex to produce a wider report for the Sussex Health and Care Partnership drawing on our research and report produced by peers across Sussex

(<https://www.sussexhealthandcare.uk/wp-content/uploads/2020/12/COVID-19-Sussex-wide-VCSE-review-full-report.pdf>).

BRIGHTON & HOVE COMMUNITY WORKS

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31ST MARCH 2021**

FINANCIAL REVIEW

Financial Review

The accounts declared in this report have been prepared in accordance with Statement of Recommended Practice: Accounting for Charities (SORP 2015) and with relevant company and charity legislation and regulations. The Statement of Financial Activities shows Community Works' income from all sources and how this was expended, and the split of activity between restricted and unrestricted funds.

Overview

During the year ending 31st March 2021 an overall deficit of £11,573 was incurred. After accounting for this deficit, unrestricted reserves nevertheless now still stand at £285,571. This shows an improvement on the previous year when a deficit of £52,624 was incurred.

Total incoming resources for 2020/21 amounted to £867,165 compared to £1,294,256 in the previous year, a reduction of £427,091. This reduction arises primarily from 2 main factors:

- The recommissioning of the TSIP partnership arrangements by Brighton & Hove Council from 1st April 2020 to separately fund infrastructure support incorporating fewer partners within the funding envelope managed via Community Works.
- Delays in undertaking commissioned activities due to Covid-19 restrictions which led to the carry forward to 2021/22, with agreement of the funding bodies, of grant funds totalling £201,826.

A full breakdown of grants received by Community Works is shown in Note 2 to the accounts. The note also includes details of all those grants carried forward to 2021/22 with the consent of the funders.

Total expenditure for 2020/21 amounted to £878,738 compared to £1,346,880 in the previous year, a reduction of £468,142. The main factors accounting for this significant reduction in expenditure are as set out above in respect of the income received during the year.

In line with SORP 2015, expenditure is analysed into two main categories: charitable activities and costs of generating funds. Charitable activities comprise the main work of the charity. Expenditure on charitable activities was £871,078 in 2020/21, compared to £1,338,112 in the previous year, a reduction of £467,034.

Financial outlook

Community Works' immediate financial position is stable and secure for 2021/22. Trustees acknowledge and appreciate the on-going support of our major funders Brighton and Hove City Council, Brighton & Hove Clinical Commissioning Group, Adur and Worthing Councils, West Sussex County Council and the Big Lottery Fund.

Three-year funding agreements remain in place with each of the main funders. Nevertheless, Trustees are acutely aware of the significant additional financial pressures on all Public Sector funders arising from the Covid-19 pandemic. Currently funding continues to be received in respect of the new agreements and it has been possible to continue Community Works full range of activities, refocused and/or re-timetabled where appropriate in consultation with funders. All staff continue to be fully employed and it has not been necessary to access central government furlough funding.

Trustees have recognised the need to broaden the sources of income available to the organisation and, during 2021/22, will continue to invest in strengthening income generation capacity within the organisation.

All organisations in the voluntary sector face great uncertainty and turbulence in the external funding environment and Community Works will work collaboratively with partners to mitigate the impact on the often vulnerable communities that we serve. Prudent management of our reserves and implementation of our recently updated strategic plan plus integration of new models of working which have become ever more necessary as a result of the Covid-19 pandemic should put Community Works in a good place to respond to the challenges ahead.

FINANCIAL REVIEW

Investment policy

Trustees budget to spend all of the organisation's income on planned charitable activities and the funds held in reserve are modest in relation to the organisation's turnover and may be required at short notice. The Trustees therefore considered it prudent during 2020/21 that funds should be retained as cash and held in bank accounts at the best rate of interest available.

Trustees also recognise that interest rates in the current economic climate only provide very limited opportunity to generate profit on bank deposits and that protection under the FSCS bank deposit protection scheme is limited to £85,000 per institution. Trustees therefore agreed during 2020/21 that, in order to reduce the risk of financial loss, the priority should remain for Community Works' surplus funds and reserves to be spread widely across a number of institutions.

Reserves policy

Community Works is committed to using its resources in pursuit of its charitable objectives. It is also committed, however, to maintaining a level of reserves that is prudent to meeting on-going liabilities, sufficient to ensure that all delivery commitments can be met and to protect the long-term future of Community Works' operations. Community Works' policy seeks to balance these priorities by holding a level of reserves which equate to between three and six months expenditure of the charity, based on 100% expenditure on core costs for the year ahead. Core costs include all running costs such as payroll and overheads.

The reserves policy will fund:

- Any redundancy payments due to employees and support to employees in finding alternative employment
- Ongoing core running costs during any wind-up period
- Terminating service contracts such as office rent and equipment
- Accountancy, audit and other professional costs
- Contingency sum for outstanding liabilities.

The Trustees have established a Closure Costs Fund at a sum approximately equating to three months payroll and redundancy costs for all staff. As at 31st March 2021 this sum is £173,788.

Additionally, in order to be able to respond in a timely manner to any additional funding requirement arising from the current pandemic, Trustees have agreed to establish a specific additional Covid-19 Resilience Reserve of £50,000.

Trustees have also recognised the need to establish a further specific reserve of £40,000 to fund improvements in the organisation's IT infrastructure to support new ways of working as we move out of the pandemic.

The Board of Trustees continues to review the organisation's reserves policy taking account of Charity Commission guidance as set out in its publication 'Beyond Reserves'. As at 31st March 2021, earmarked reserves (including the Closure Costs Fund and the Covid-19 Resilience Fund) total £263,788 whilst the remaining unrestricted general reserves have now been reduced to £21,783.

Trustees monitor the level of reserves quarterly and take appropriate action if reserves fall outside the desired range.

BRIGHTON & HOVE COMMUNITY WORKS

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31ST MARCH 2021**

PLANS FOR THE FUTURE

The pandemic meant we had to put many important pieces of work on hold or delay the start of the work. This work will recommence in the next year and includes:

- The need to create a new strategic plan for the organisation from 2021-2023
- Supporting the organisation as we move to a new phase following the pandemic
- A major piece of work across the organisation to improve our diversity and create more inclusive working practices
- The introduction of a new CRM and website
- Appointing a new Chair of the Trustee Board
- Commencing a Trustee recruitment process to ensure we have a full Board that can support us with future development
- Development work related to increasing VCSE leadership engagement with changing NHS structures locally
- Ongoing support for the VCSE and Statutory partners with the COVID pandemic response and as we move through the various stages towards opening up and business as usual or the new reality

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Working Name

Community Works

Structure and Management

Community Works is a charitable company limited by guarantee; it was incorporated (as the Brighton and Hove Community and Voluntary Sector Forum) on 13 December 1999 and registered as a charity on 13 July 2001. Its name was changed to Brighton & Hove Community Works on 17 December 2013.

Community Works was established under a Memorandum of Association, which describes the objects and powers of the charity. The charity is governed under its Articles of Association. Under those Articles, the Trustees are elected from the Community Works' Membership at the Annual General Meeting. One third of the elected, and all of the co-opted, Trustees must retire at each subsequent Annual General Meeting. All members of the Trustee Board give their time voluntarily and received no benefits from the charity. Any expenses reclaimed from the charity are set out in the note 8 to the accounts.

The Members have guaranteed to contribute a maximum of £1 each in the event of the charitable company being wound up.

Governance and Decision Making

The Board of Trustees governs Community Works. It meets at least four times a year to discuss and review strategy, planning, development and financial matters. Day-to-day management of the charity is delegated to the Chief Executive, Jessica Sumner.

Where appropriate and necessary, sub-committees or working groups are established, with delegated authority from the full Board to undertake detailed reviews, analysis or policy development, in conjunction with Community Works members, and to report back findings and recommendations to the full Board. During 2020/21 three sub-committees were in operation: Finance and Risk, Personnel and Equalities, Strategic Development with ad hoc Task and Finish Groups being formed to take forward specific areas of work.

BRIGHTON & HOVE COMMUNITY WORKS

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31ST MARCH 2021**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment, appointment, induction and training of trustees

The Trustee Board has established procedures for recruiting and supporting trustees.

- Trustees are recruited from the membership through an election process and ratified by the Members at the Annual General Meeting. A further five Trustees can be co-opted by the Board at any time.
- Trustees are elected/co-opted with a view to ensuring Community Works has a wide variety of skills, knowledge and experience, including of the community and voluntary sector, business management, legal, financial, marketing and fundraising.
- A Trustees' skills audit is conducted annually, however, due to Covid-19 trustees' skills and gaps at Board level, were discussed at Board meetings in place of a full Trustees' skills audit. Where skills, knowledge or experience gaps are identified, additional trustees are recruited, using wide and inclusive search methods such as advertising and networking with other organisations. An induction and ongoing training programme is also provided to ensure that trustees are aware of their responsibilities, understand Community Works' objectives and are committed to refreshing their skills and knowledge in relation to trusteeship and good governance.

Key management remuneration

- To set the pay and rewards properly for employees there is a need to make informed judgements as well as adhering to the charity's governance and constitutional arrangements.
- Trustees are legally and constitutionally responsible for setting rates of pay and this responsibility is delegated to the Personnel and Equalities Sub-Committee.
- In deciding on levels of pay for all staff the following factors will be taken into account, the purpose aims and values of the charity, competences, the strategic plan and need, ability to pay, performance, the wider 'employment offer' and recruitment and retention. These factors are not exclusive and any decision will inevitably include an element of discretion on the part of trustees.
- Community Works remuneration policy sets out the process for deciding the salary for our staff posts and for each staff member

The salary of key management personnel in 2020/21 was £53,715 (2019/20: £52,660), including a 5% pension contribution.

Connections to Wider Networks

Community Works is well networked through membership of umbrella bodies and through formal and informal partnerships. Community Works is a member of the National Association of Community and Voluntary Action (NAVCA), the National Council for Voluntary Organisations (NCVO). We are also part of the West Sussex Voluntary Sector Infrastructure alliance. We work in close partnership with other organisations to deliver third sector infrastructure support, community development and community engagement in Brighton and Hove. Community Works' membership focus and representation of the sector to statutory partners also ensures the charity is well connected across the area we cover with strong links to strategic partnerships and boards.

BRIGHTON & HOVE COMMUNITY WORKS

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31ST MARCH 2021**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Risk Statement

Trustees are aware of their responsibility to ensure that the significant risks to which the charity is exposed are identified and to establish systems to manage those risks. They are particularly aware of their legal duties to safeguard the charity's money and assets.

The Board of Trustees has a Risk Management Strategy, implementation of which is delegated to the Finance and Risk sub-committee. This committee meets regularly to analyse business risk, to set out measures that staff must take to manage those risks, and to assess progress in implementing the risk management measures. During 2020/2021, the charity's risk register was regularly updated by the sub-committee and headline reports discussed at Board meetings.

The risks arising from the Covid-19 pandemic have now been incorporated into the charity's overall risk register and a separate more detailed specific register has also been compiled. This is updated on a very regular basis.

The Trustees believe all the risks to the charity have been identified and appropriate monitoring procedures are in place. The Risk Management Strategy is reviewed annually. A full copy of the Strategy can be obtained from the Company Secretary.

The Trustees are confident that all reasonable steps have been taken to help prevent financial abuse of the organisation's funds by ensuring that proper robust controls and procedures have been put in place commensurate with the scope and breadth of the organisation's activities.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

03895635 (England and Wales)

Registered Charity number

1087481

Registered office

Community Base
113 Queens Road
Brighton
East Sussex
BN1 3XG

Trustees

Ms C E John
Ms V M Pearce
Miss C S Ridley
Mr N Roberts
Mr C A Robinson
Mrs P Beesley
Mr D Tree
Mr D M Jensen
Ms C Vizer
Ms P Mitchell

Company Secretary

Ms J Sumner

BRIGHTON & HOVE COMMUNITY WORKS

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31ST MARCH 2021

REFERENCE AND ADMINISTRATIVE DETAILS

Independent Examiner

John Thacker FCA DChA
Institute of Chartered Accountants in England and Wales
Chariot House Limited
Chartered Accountants
44 Grand Parade
Brighton
East Sussex
BN2 9QA

Bankers

Triodos Bank NV
Brunel House
11 The Promenade
Bristol
BS8 3NN

Manchester Building Society
125 Portland Street
Manchester
M1 4QD

Hampshire Trust Bank
55 Bishopsgate,
London,
EC2N 3AS

The Co-Operative Bank PLC
PO Box 250
Skelmersdale
WN8 6WT

Nationwide Building Society
Kings Park Road
Moulton Park
Northampton
NN3 6NW

The Cambridge Building Society
PO Box 232
51 Newmarket Road
Cambridge
CB5 8FF

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of Brighton & Hove Community Works for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

BRIGHTON & HOVE COMMUNITY WORKS

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31ST MARCH 2021**

STATEMENT OF TRUSTEES' RESPONSIBILITIES - continued

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 those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- 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 business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to 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.

Approved by order of the board of trustees on 28/09/2021 and signed on its behalf by:



.....
Mr C A Robinson - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
BRIGHTON & HOVE COMMUNITY WORKS**

Independent examiner's report to the trustees of Brighton & Hove Community Works ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31st March 2021.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

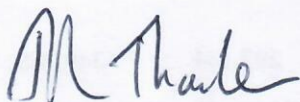
Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of Institute of Chartered Accountants in England and Wales which is one of the listed bodies.

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

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

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



John Thacker FCA DChA
Institute of Chartered Accountants in England and Wales
Chariot House Limited
Chartered Accountants
44 Grand Parade
Brighton
East Sussex
BN2 9QA

Date: 5 October 2021

BRIGHTON & HOVE COMMUNITY WORKS**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31ST MARCH 2021**

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	433,696	373,079	806,775	1,239,676
Other trading activities	3	58,137	-	58,137	52,050
Investment income	4	<u>2,253</u>	<u>-</u>	<u>2,253</u>	<u>2,530</u>
Total		494,086	373,079	867,165	1,294,256
EXPENDITURE ON					
Raising funds		7,660	-	7,660	8,768
Charitable activities	5				
Staff Costs		280,563	202,250	482,813	463,211
Establishment Costs		27,659	53,081	80,740	94,982
Office Costs		37,138	7,188	44,326	37,878
Project Costs		102,139	10,261	112,400	118,803
Distributions to Partners		<u>50,500</u>	<u>100,299</u>	<u>150,799</u>	<u>623,238</u>
Total		505,659	373,079	878,738	1,346,880
NET INCOME/(EXPENDITURE)		(11,573)	-	(11,573)	(52,624)
RECONCILIATION OF FUNDS					
Total funds brought forward		297,144	-	297,144	349,768
TOTAL FUNDS CARRIED FORWARD		<u>285,571</u>	<u>-</u>	<u>285,571</u>	<u>297,144</u>

The notes form part of these financial statements

BALANCE SHEET
31ST MARCH 2021

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
FIXED ASSETS					
Tangible assets	10	812	-	812	1,623
Investments	11	<u>1</u>	<u>-</u>	<u>1</u>	<u>1</u>
		813	-	813	1,624
CURRENT ASSETS					
Debtors	12	69,147	-	69,147	16,551
Cash at bank		<u>471,921</u>	<u>-</u>	<u>471,921</u>	<u>423,156</u>
		541,068	-	541,068	439,707
CREDITORS					
Amounts falling due within one year	13	(256,310)	-	(256,310)	(144,187)
NET CURRENT ASSETS		<u>284,758</u>	<u>-</u>	<u>284,758</u>	<u>295,520</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>285,571</u>	<u>-</u>	<u>285,571</u>	<u>297,144</u>
NET ASSETS		<u>285,571</u>	<u>-</u>	<u>285,571</u>	<u>297,144</u>
FUNDS	15				
Unrestricted funds				<u>285,571</u>	<u>297,144</u>
TOTAL FUNDS				<u>285,571</u>	<u>297,144</u>

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

The members have not required the company to obtain an audit of its financial statements for the year ended 31st March 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The notes form part of these financial statements

BRIGHTON & HOVE COMMUNITY WORKS (REGISTERED NUMBER: 03895635)

BALANCE SHEET - continued
31ST MARCH 2021

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

The financial statements were approved by the Board of Trustees and authorised for issue on 28/09/2021 and were signed on its behalf by:


.....
Mr C A Robinson - Trustee

The notes form part of these financial statements

BRIGHTON & HOVE COMMUNITY WORKS**CASH FLOW STATEMENT**
FOR THE YEAR ENDED 31ST MARCH 2021

	Notes	2021 £	2020 £
Cash flows from operating activities			
Cash generated from operations	1	<u>46,512</u>	<u>(61,506)</u>
Net cash provided by/(used in) operating activities		<u>46,512</u>	<u>(61,506)</u>
Cash flows from investing activities			
Purchase of tangible fixed assets		-	(2,435)
Interest received		<u>2,253</u>	<u>2,530</u>
Net cash provided by investing activities		<u>2,253</u>	<u>95</u>
Change in cash and cash equivalents in the reporting period		<u>48,765</u>	<u>(61,411)</u>
Cash and cash equivalents at the beginning of the reporting period		<u>423,156</u>	<u>484,567</u>
Cash and cash equivalents at the end of the reporting period		<u><u>471,921</u></u>	<u><u>423,156</u></u>

The notes form part of these financial statements

BRIGHTON & HOVE COMMUNITY WORKS**NOTES TO THE CASH FLOW STATEMENT**
FOR THE YEAR ENDED 31ST MARCH 2021**1. RECONCILIATION OF NET EXPENDITURE TO NET CASH FLOW FROM OPERATING ACTIVITIES**

	2021 £	2020 £
Net expenditure for the reporting period (as per the Statement of Financial Activities)	(11,573)	(52,624)
Adjustments for:		
Depreciation charges	811	811
Interest received	(2,253)	(2,530)
Increase in debtors	(52,596)	(6,778)
Increase/(decrease) in creditors	<u>112,123</u>	<u>(385)</u>
Net cash provided by/(used in) operations	<u>46,512</u>	<u>(61,506)</u>

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1/4/20 £	Cash flow £	At 31/3/21 £
Net cash			
Cash at bank	<u>423,156</u>	<u>48,765</u>	<u>471,921</u>
	<u>423,156</u>	<u>48,765</u>	<u>471,921</u>
Total	<u>423,156</u>	<u>48,765</u>	<u>471,921</u>

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value.

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future, including taking into account any potential impact of the Covid-19 pandemic, and on that basis the charity is considered to be a going concern.

Incoming resources

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Grants are recognised on an accruals basis, accounted for in relation to the period that they relate. Where grants have been received for capital items, the total grant has been disclosed in the SOFA and depreciation, in accordance with the accounting policies, has been charged against that income over the estimated useful economic life of the asset.

Where grants are received during the year under review but relate to a latter period the amount is deferred under Grants in Advance in the Balance Sheet.

Consultancy Service income is also recognised on an accruals basis, accounted for in relation to the period when the work carried out.

Resources expended

Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.

Resources expended are allocated to the particular activity where the cost relates directly to that activity. However, the cost of overall direction and administration on each activity, comprising the salary and overhead costs of the central function, is apportioned on a basis which is an estimate, based on the proportion of cost of each activity to the total cost of all activities.

Tangible fixed assets

Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life which in all cases is estimated at three years. The company has a minimum value of £1,000 for capitalisation of fixed assets. All assets are included in the balance sheet at cost.

Funds

The Charity has various types of funds for which it is responsible:

Unrestricted Funds - these funds are for use on the general charitable objectives of the Charity.

Restricted Funds - these funds are for use as directed by the donor.

Operating lease

Operating lease rentals are charged on a straight-line basis over the term of the lease.

BRIGHTON & HOVE COMMUNITY WORKS**NOTES TO THE FINANCIAL STATEMENTS - continued**
FOR THE YEAR ENDED 31ST MARCH 2021**2. DONATIONS AND LEGACIES**

	2021	2020
	£	£
Grants	<u>806,775</u>	<u>1,239,676</u>

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

	2021	2020
	£	£
BHCC - TSIP	376,001	859,726
CCG PPG	5,500	7,807
Building Better Opportunities (Big Lottery Fund)	68,252	62,716
Adur & Worthing Council	88,279	99,500
CCG Social Prescribing	-	20,370
CCG Caring Together	-	296
Sompting Big Local	70,343	100,243
West Sussex County Council	81,386	41,386
Health At Home	-	20,000
Groundworks UK	-	960
Coastal West Sussex CCG	-	507
BHCC - Taking Account	-	14,558
Sussex Community Foundation	27,450	2,000
BHCC - Money Train	-	9,607
BHCC	3,650	-
NAVCA	1,500	-
National Lottery	49,988	-
CCG Volunteering	4,630	-
CCG Leadership	24,796	-
BHCC Covid 19	5,000	-
	<u>806,775</u>	<u>1,239,676</u>

Grants received but deferred until 2021/22

	2021	2020
	£	£
Adur & Worthing Council	24,700	-
NHS England Leadership	15,204	40,000
Mentoring Programme	5,650	-
Sompting Big Local	67,380	19,540
BHCC	1,000	4,000
East Sussex CCG Leadership	50,000	-
Sussex Community Foundation	20,000	-
Coastal West Sussex CCG	-	31,993
NHS High Weald	-	4,630
VCS Cato	9,704	9,704
BHCC COVID-19	-	5,000
Building Better Opportunities (Big Lottery Fund)	4,267	-
BHCC - TSIP	2,921	-
A+W Food Partnership	1,000	-
	<u>201,826</u>	<u>114,867</u>

*BHCC refers to Brighton and Hove City Council

BRIGHTON & HOVE COMMUNITY WORKS**NOTES TO THE FINANCIAL STATEMENTS - continued**
FOR THE YEAR ENDED 31ST MARCH 2021**3. OTHER TRADING ACTIVITIES**

	2021	2020
	£	£
Training Service	3,389	5,202
Consultancy Service	17,784	22,416
Other Fees	11,894	12,139
Membership	<u>25,070</u>	<u>12,293</u>
	<u>58,137</u>	<u>52,050</u>

4. INVESTMENT INCOME

	2021	2020
	£	£
Deposit account interest	<u>2,253</u>	<u>2,530</u>

5. CHARITABLE ACTIVITIES COSTS

	Direct Costs
	£
Staff Costs	482,813
Establishment Costs	80,740
Office Costs	44,326
Project Costs	112,400
Distributions to Partners	<u>150,799</u>
	<u>871,078</u>

6. NET INCOME/(EXPENDITURE)

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

	2021	2020
	£	£
Depreciation - owned assets	811	812
Independent Examiner's fee	2,880	-
Auditors Remuneration	<u>-</u>	<u>4,428</u>

7. TRUSTEES' REMUNERATION AND BENEFITS

No Trustee received any emoluments (2020: £nil) during the year. £nil was paid to trustees relating to meeting costs (2020: £nil) during the year.

Trustees' expenses

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

BRIGHTON & HOVE COMMUNITY WORKS**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST MARCH 2021****8. STAFF COSTS**

	2021 £	2020 £
Salaries	432,722	416,719
Social Security costs	36,325	34,950
Pension costs	<u>21,426</u>	<u>20,910</u>
	<u>490,473</u>	<u>471,797</u>

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

Average Number	2021 <u>20</u>	2020 <u>20</u>
----------------	-------------------	-------------------

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

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	379,950	859,726	1,239,676
Other trading activities	52,050	-	52,050
Investment income	<u>1,391</u>	<u>1,139</u>	<u>2,530</u>
Total	433,391	860,865	1,294,256
EXPENDITURE ON			
Raising funds	8,768	-	8,768
Charitable activities			
Staff Costs	280,152	183,059	463,211
Establishment Costs	38,535	56,447	94,982
Office Costs	18,503	19,375	37,878
Project Costs	104,041	14,762	118,803
Distributions to Partners	<u>36,016</u>	<u>587,222</u>	<u>623,238</u>
Total	486,015	860,865	1,346,880
NET INCOME/(EXPENDITURE)	(52,624)	-	(52,624)
RECONCILIATION OF FUNDS			
Total funds brought forward	349,768	-	349,768
TOTAL FUNDS CARRIED FORWARD	<u>297,144</u>	<u>-</u>	<u>297,144</u>

BRIGHTON & HOVE COMMUNITY WORKS**NOTES TO THE FINANCIAL STATEMENTS - continued**
FOR THE YEAR ENDED 31ST MARCH 2021**10. TANGIBLE FIXED ASSETS**

	Fixtures and fittings £
COST	
At 1st April 2020 and 31st March 2021	<u>2,435</u>
DEPRECIATION	
At 1st April 2020	812
Charge for year	<u>811</u>
At 31st March 2021	<u>1,623</u>
NET BOOK VALUE	
At 31st March 2021	<u>812</u>
At 31st March 2020	<u>1,623</u>

11. FIXED ASSET INVESTMENTS

	Unlisted investments £
MARKET VALUE	
At 1st April 2020 and 31st March 2021	<u>1</u>
NET BOOK VALUE	
At 31st March 2021	<u>1</u>
At 31st March 2020	<u>1</u>

There were no investment assets outside the UK.

The company's investments at the balance sheet date in the share capital of companies include the following:

Community Works Consultancy Limited

Registered office:

Nature of business: Dormant

Class of share:

Ordinary

%
holding
100

BRIGHTON & HOVE COMMUNITY WORKS**NOTES TO THE FINANCIAL STATEMENTS - continued**
FOR THE YEAR ENDED 31ST MARCH 2021**12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2021	2020
	£	£
Other debtors	61,562	11,006
Rent Deposit	2,651	2,651
Prepayments and accrued income	<u>4,934</u>	<u>2,894</u>
	<u>69,147</u>	<u>16,551</u>

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Social security and other taxes	8,204	8,137
Other creditors	18,795	3,047
Accruals and deferred income	<u>229,311</u>	<u>133,003</u>
	<u>256,310</u>	<u>144,187</u>

14. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2021	2020
	£	£
Within one year	5,520	5,520
Between one and five years	<u>5,520</u>	<u>11,040</u>
	<u>11,040</u>	<u>16,560</u>

15. MOVEMENT IN FUNDS

	At 1/4/20	Net movement	Transfers	At
	£	in funds	between	31/3/21
		£	funds	£
Unrestricted funds				
General fund	26,691	(11,573)	6,665	21,783
Payroll and Redundancy Provision	185,453	-	(11,665)	173,788
External Digital	30,000	-	(30,000)	-
Covid-19 Resilience fund	50,000	-	-	50,000
IT and Equipment to support homeworking	5,000	-	(5,000)	-
Digital Investment	<u>-</u>	<u>-</u>	<u>40,000</u>	<u>40,000</u>
	<u>297,144</u>	<u>(11,573)</u>	<u>-</u>	<u>285,571</u>
TOTAL FUNDS	<u>297,144</u>	<u>(11,573)</u>	<u>-</u>	<u>285,571</u>

BRIGHTON & HOVE COMMUNITY WORKS**NOTES TO THE FINANCIAL STATEMENTS - continued**
FOR THE YEAR ENDED 31ST MARCH 2021**15. MOVEMENT IN FUNDS - continued**

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	425,834	(437,407)	(11,573)
Big Lottery Fund and ESF Building Better Opportunities	<u>68,252</u>	<u>(68,252)</u>	<u>-</u>
	494,086	(505,659)	(11,573)
Restricted funds			
BHCC TSIP	<u>373,079</u>	<u>(373,079)</u>	<u>-</u>
TOTAL FUNDS	<u><u>867,165</u></u>	<u><u>(878,738)</u></u>	<u><u>(11,573)</u></u>

Comparatives for movement in funds

	At 1/4/19 £	Net movement in funds £	Transfers between funds £	At 31/3/20 £
Unrestricted funds				
General fund	111,796	(43,557)	(41,548)	26,691
Payroll and Redundancy Provision	193,468	-	(8,015)	185,453
Big Lottery Fund and ESF Building Better Opportunities	9,004	(9,067)	63	-
Mentoring	3,000	-	(3,000)	-
External Digital	10,000	-	20,000	30,000
Internal Digital	22,500	-	(22,500)	-
Covid-19 Resilience fund	-	-	50,000	50,000
IT and Equipment to support homeworking	<u>-</u>	<u>-</u>	<u>5,000</u>	<u>5,000</u>
	<u>349,768</u>	<u>(52,624)</u>	<u>-</u>	<u>297,144</u>
TOTAL FUNDS	<u><u>349,768</u></u>	<u><u>(52,624)</u></u>	<u><u>-</u></u>	<u><u>297,144</u></u>

BRIGHTON & HOVE COMMUNITY WORKS**NOTES TO THE FINANCIAL STATEMENTS - continued**
FOR THE YEAR ENDED 31ST MARCH 2021**15. MOVEMENT IN FUNDS - continued**

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	370,667	(414,224)	(43,557)
Big Lottery Fund and ESF Building Better Opportunities	<u>62,724</u>	<u>(71,791)</u>	<u>(9,067)</u>
	433,391	(486,015)	(52,624)
Restricted funds			
BHCC TSIP	860,865	(860,865)	-
	<u>1,294,256</u>	<u>(1,346,880)</u>	<u>(52,624)</u>
TOTAL FUNDS			

Purpose of restricted funds

BHCC TSIP. The Third Sector Infrastructure Support Partnership funded by the BHCC Third Sector Investment Programme (BHCC TSIP) is a partnership of 4 providers lead by Community Works delivering Infrastructure Support activity across Brighton and Hove. It is a jointly funded programme with funding provided by Brighton and Hove City Council and Brighton & Hove Clinical Commissioning Group for 3 years from 2020-2023. As lead organisation Community Works distributes funds to partners, coordinates the partnership and monitoring returns as well as supporting collaboration between partners.

Purpose of Unrestricted funds

Payroll and Redundancy Provision: Redundancy liabilities and 3 months payroll and unavoidable running costs

Digital Investment : costs associated with upgrading Community Works' IT stock, infrastructure and developing a new website and CRM.to better respond to the new ways of working required post Covid-19

Covid 19 Resilience Fund: a specific fund to enable the organisation to respond swiftly to the need to redesign services provided by Community Works or to develop new delivery mechanisms and to be in a position to agree to urgent requests from member organisations for free training, access to free consultancy support and other vital support.

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST MARCH 2021

16. RELATED PARTY DISCLOSURES

There were no related party transactions during the year.

BRIGHTON & HOVE COMMUNITY WORKS**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**
FOR THE YEAR ENDED 31ST MARCH 2021

	2021 £	2020 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Grants	806,775	1,239,676
Other trading activities		
Training Service	3,389	5,202
Consultancy Service	17,784	22,416
Other Fees	11,894	12,139
Membership	<u>25,070</u>	<u>12,293</u>
	58,137	52,050
Investment income		
Deposit account interest	<u>2,253</u>	<u>2,530</u>
Total incoming resources	867,165	1,294,256
EXPENDITURE		
Raising donations and legacies		
Wages	7,660	8,768
Charitable activities		
Grants to VCS	150,799	623,238
Staff Costs	482,813	463,211
Establishment Costs	80,740	75,589
Office Costs	44,326	58,554
Project Costs	<u>112,400</u>	<u>117,520</u>
	<u>871,078</u>	<u>1,338,112</u>
Total resources expended	<u>878,738</u>	<u>1,346,880</u>
Net expenditure	<u>(11,573)</u>	<u>(52,624)</u>

This page does not form part of the statutory financial statements