

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**

**CONTENTS OF THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2021**

---

	<b>Page</b>
<b>Report of the Trustees</b>	<b>1 to 14</b>
<b>Independent Examiner's Report</b>	<b>15</b>
<b>Statement of Financial Activities</b>	<b>16</b>
<b>Balance Sheet</b>	<b>17 to 18</b>
<b>Cash Flow Statement</b>	<b>19</b>
<b>Notes to the Cash Flow Statement</b>	<b>20</b>
<b>Notes to the Financial Statements</b>	<b>21 to 29</b>
<b>Detailed Statement of Financial Activities</b>	<b>30</b>

---

# **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 £
<b>INCOME AND ENDOWMENTS FROM</b>					
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>
<b>Total</b>		494,086	373,079	867,165	1,294,256
<b>EXPENDITURE ON</b>					
Raising funds		7,660	-	7,660	8,768
<b>Charitable activities</b>	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>
<b>Total</b>		505,659	373,079	878,738	1,346,880
<b>NET INCOME/(EXPENDITURE)</b>		(11,573)	-	(11,573)	(52,624)
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		297,144	-	297,144	349,768
<b>TOTAL FUNDS CARRIED FORWARD</b>		<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 £
<b>FIXED ASSETS</b>					
Tangible assets	10	812	-	812	1,623
Investments	11	<u>1</u>	<u>-</u>	<u>1</u>	<u>1</u>
		813	-	813	1,624
<b>CURRENT ASSETS</b>					
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
<b>CREDITORS</b>					
Amounts falling due within one year	13	(256,310)	-	(256,310)	(144,187)
		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>NET CURRENT ASSETS</b>		<u>284,758</u>	<u>-</u>	<u>284,758</u>	<u>295,520</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>285,571</u>	<u>-</u>	<u>285,571</u>	<u>297,144</u>
<b>NET ASSETS</b>		<u>285,571</u>	<u>-</u>	<u>285,571</u>	<u>297,144</u>
<b>FUNDS</b>	15				
Unrestricted funds				<u>285,571</u>	<u>297,144</u>
<b>TOTAL FUNDS</b>				<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 £
<b>Cash flows from operating activities</b>			
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>
<b>Cash flows from investing activities</b>			
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>
<b>Change in cash and cash equivalents in the reporting period</b>		<u>48,765</u>	<u>(61,411)</u>
<b>Cash and cash equivalents at the beginning of the reporting period</b>		<u>423,156</u>	<u>484,567</u>
<b>Cash and cash equivalents at the end of the reporting period</b>		<u>471,921</u>	<u>423,156</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 £
<b>INCOME AND ENDOWMENTS FROM</b>			
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>
<b>Total</b>	433,391	860,865	1,294,256
<b>EXPENDITURE ON</b>			
Raising funds	8,768	-	8,768
<b>Charitable activities</b>			
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>
<b>Total</b>	<u>486,015</u>	<u>860,865</u>	<u>1,346,880</u>
<b>NET INCOME/(EXPENDITURE)</b>	(52,624)	-	(52,624)
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	349,768	-	349,768
<b>TOTAL FUNDS CARRIED FORWARD</b>	<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 £
<b>COST</b>	
At 1st April 2020 and 31st March 2021	<u>2,435</u>
<b>DEPRECIATION</b>	
At 1st April 2020	812
Charge for year	<u>811</u>
At 31st March 2021	<u>1,623</u>
<b>NET BOOK VALUE</b>	
At 31st March 2021	<u>812</u>
At 31st March 2020	<u>1,623</u>

**11. FIXED ASSET INVESTMENTS**

	Unlisted investments £
<b>MARKET VALUE</b>	
At 1st April 2020 and 31st March 2021	<u>1</u>
<b>NET BOOK VALUE</b>	
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 in funds	Transfers between funds	At 31/3/21
	£	£	£	£
<b>Unrestricted funds</b>				
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>
<b>TOTAL FUNDS</b>	<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 £
<b>Unrestricted funds</b>			
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)
<b>Restricted funds</b>			
BHCC TSIP	<u>373,079</u>	<u>(373,079)</u>	<u>-</u>
<b>TOTAL FUNDS</b>	<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 £
<b>Unrestricted funds</b>				
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>
<b>TOTAL FUNDS</b>	<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 £
<b>Unrestricted funds</b>			
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)
<b>Restricted funds</b>			
BHCC TSIP	860,865	(860,865)	-
	<u>1,294,256</u>	<u>(1,346,880)</u>	<u>(52,624)</u>
<b>TOTAL FUNDS</b>			

**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 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Grants	806,775	1,239,676
<b>Other trading activities</b>		
Training Service	3,389	5,202
Consultancy Service	17,784	22,416
Other Fees	11,894	12,139
Membership	25,070	12,293
	58,137	52,050
<b>Investment income</b>		
Deposit account interest	2,253	2,530
<b>Total incoming resources</b>	867,165	1,294,256
<b>EXPENDITURE</b>		
<b>Raising donations and legacies</b>		
Wages	7,660	8,768
<b>Charitable activities</b>		
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	112,400	117,520
	871,078	1,338,112
<b>Total resources expended</b>	878,738	1,346,880
<b>Net expenditure</b>	(11,573)	(52,624)

This page does not form part of the statutory financial statements