

Registered number: 04279401  
Charity number: 1092047

**COMMUNITY ACTION: MK**  
**(A company limited by guarantee)**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**COMMUNITY ACTION: MK**  
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**CONTENTS**

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	Page
Reference and administrative details of the charity, its trustees and advisers	1
Trustees' report	2 - 6
Trustees' responsibilities statement	7
Independent examiner's report	8 - 9
Statement of financial activities	10
Balance sheet	11 - 12
Notes to the financial statements	13 - 34

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**COMMUNITY ACTION: MK**  
**(A company limited by guarantee)**

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS  
FOR THE YEAR ENDED 31 MARCH 2021**

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**Trustees**

L M Emmanuel  
S Ewedemi  
J M Harrison  
J A Dawes  
R F Kitchen (resigned 21 January 2021)  
D Conway  
D L Webber  
A Lands  
G Gager (appointed 16 July 2020)

**Company registered number**

04279401

**Charity registered number**

1092047

**Registered office**

Acorn House, 351 Midsummer Boulevard, Milton Keynes, Buckinghamshire, MK9 3HP

**Company secretary**

C Walton

**Independent examiners**

MHA MacIntyre Hudson, Moorgate House, 201 Silbury Boulevard, Milton Keynes, Buckinghamshire, MK9 1LZ

**Bankers**

Natwest Bank PLC, 501 Silbury Boulevard, Saxon Gate East, Milton Keynes, MK9 3ER

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**(A company limited by guarantee)**

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**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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The trustees present their annual report together with the financial statements of the Company for the year ended 31 March 2021. The trustees confirm that the Annual Report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP), 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 2015) as amended by Update Bulletin 1 (effective 1 January 2015).

Since the Company qualifies as small under Section 383 of the Companies Act 2006, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required.

**GOING CONCERN**

The impact of the COVID-19 pandemic is discussed in detail in the COVID-19 Pandemic Review. The financial statements have been prepared on a going concern basis. The staff and trustees of Community Action: MK developed a new Five Year Plan and associated business plan in late 2018. The trustees are of the view that on the basis of these plans the charity is a going concern.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing Document**

The charity is a company limited by guarantee and was incorporated on 31 August 2001. It is governed by its Memorandum and Articles of Association.

The directors, as defined by the Memorandum and Articles, act as directors of the company and, as the organisation is a registered charity, act also as its charitable trustees.

The trustees at 31 March 2021 are listed on page 1.

**Recruitment and Appointment of the board of trustees**

The trustees are elected annually by the members of the charity attending the Annual General Meeting and serve for an initial period of three years. A further three year term may be served. Trustees must be nominated from member organisations.

A limited number of additional trustees may also be co-opted onto the Trustee Board. Trustees meet four times a year. An executive sub-committee, comprising the Chair, Vice Chair and Treasurer meet with senior staff bimonthly. From time to time, the board delegates discrete pieces of work to Task Groups, membership of which comprises of at least two trustees plus other appropriate members.

**Trustee Induction and Training**

New trustees receive both a verbal and written induction. The Trustee Handbook is regularly updated to ensure that the information is accurate and reflects current practice. Trustees are asked to complete a skills audit and skill gaps across the board are discussed and additional trustees are co-opted to meet agreed needs. The Chair is provided with membership to the Association of Chairs which offers a range of support and training opportunities.

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**(A company limited by guarantee)**

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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**Risk Management**

The trustees continue to monitor the major risks which the charity faces in relation to external factors and relationships, its governance and management, its internal operations and its business. There is an annual formal review of risk alongside agreed processes and procedures designed to provide reasonable, but not absolute assurance against material misstatement or loss. They include:

- A Five year Strategic Framework and annual budget approved by the trustees.
- Regular consideration by the trustees of financial results, variance from budgets and performance against the annual plan.
- Delegation of authority and separation of duties.

Internal financial controls conform to guidelines issued by the Charity Commission.

**Objectives and Activities**

The charitable company's objects and principal activities are to:

- Promote any charitable purposes for the benefit of the public, principally but not exclusively in the local government area of Milton Keynes and its environs 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.
- Promote, organise and facilitate co-operation and partnership working between the voluntary and community sector, statutory and other relevant bodies in the achievement of the above purposes within the area of benefit.

Our Vision is of a Good Society, composed of sustainable and resilient communities where people have opportunities to be active and engaged, and are supported by a healthy and thriving Voluntary and Community Sector.

Our Mission is to educate, empower and enable people and groups to champion the change they wish to see in their communities. Community Action: MK will provide the very best support and give a voice to the Voluntary and Community Sector.

At Community Action: MK we believe:

Voluntary and Community action is at the heart of a good society which promotes fairness and social justice, and where people are enabled to take action for positive change. The voluntary and community sector plays a vital role in creating and facilitating opportunities for participation, action and decision making in local communities. That the Good Society creates a sense of community where people volunteer for the causes and organisations which are close to their hearts, minds and values.

**Public Benefit**

Community Action: MK aims to provide public benefit by advancing community development through its support of community and voluntary organisations in Milton Keynes. We do this by providing information, advice and training to those organisations, and by working strategically and operationally to promote and support effective community involvement. Our trustees and staff work together to draw up our strategic plan from which priorities are set and specific work plans devised. Throughout this process the trustees have paid due regard to the Charity Commission's guidance on public benefit and ensure that our services meet those criteria. Our achievements and performance in the reporting period provide evidence of our impact for public benefit.

**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**ACHIEVEMENTS AND PERFORMANCE**

Our aim is to support charities and community groups in Milton Keynes to be skilled, knowledgeable and well run in order to achieve their aims and support their beneficiaries. This has been particularly challenging as we have little core funding to undertake these functions. However we have shaped our work so we are able to continue to provide infrastructure support. Due to COVID-19 we were able to renegotiate some of our funding in order to channel our work into our pandemic response. This included translation & dissemination of guidance for VCSE groups, responding to questions regarding running organisations online, gathering information and data about who needed support, coordinating that response, recruiting and processing volunteers and supporting the formation of networks and partnerships to provide organised responses to issues communities in Milton Keynes were experiencing.

Over the year we have provided the following support:

Support & Development:

Number of Initial Queries received and assisted with: 193

- Queries from Individuals: 58
- Queries from Groups and Organisations: 125
- 1-2-1 sessions: 2
- Funding search requests: 8

169 groups/ organisations responded to our COVID-19 Survey about the challenges and needs of the sector during the pandemic (launched in April 2020) - all were followed up with information and resources to refer to. This included support offered via email as well as follow-up phone and video calls offering tailored advice for those organisations that indicated urgency in terms of their funding or volunteering needs (or other needs).

We have provided opportunities for groups to network with each other and to share the diverse range of interests and needs in Milton Keynes, including through our Collaborative Action Groups project, which we launched in summer 2020. We organised 4 networking events (including our first online AGM and six training/other events (eg. training around funding, cyber security or supporting people with mental health and other co-learning sessions).

Volunteering

We support volunteering within Milton Keynes, principally by managing a Volunteer Brokerage Service for Milton Keynes. Through our Volunteering Service we work with local charities and community groups to help them recruit volunteers for their organisations. This is a service we are seeking to develop and are looking for funding to do so. Through the 2020-2021 financial year we played a vital role in facilitating volunteers to support the COVID-19 response. In order to manage the volume of volunteers at the rate we needed, we were unable to use our existing volunteering platform, Simply Connect, as it has some functions which are centrally managed, and this proved too time consuming. So we created a separate database to manage volunteers, and through the year we have transitioned to a new volunteering platform, the Do-It.Org, which we are able to access and use for free.

510 volunteers signed up to our COVID-19 Emergency Volunteering programme between 1st April 2020 - 31st March 2021, contributing to the total number of over 900 volunteers for the whole scheme (topping up the number of volunteers who responded to our initial volunteering call out between 20 - 31 March 2020, which was 436 volunteers).

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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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Simply Connect (stats for 1 April 2020 - 11 February 2021, when we stopped using the platform and transferred over to Do-It) recorded:

- Number of New Organisations: 14
- Number of New Volunteering Opportunities: 18
- Number of New Volunteers registered: 183

Transition to Do-It org in February 2021:

We engaged with 921 volunteers from our COVID-19 bank of volunteers and 2,191 pre-pandemic volunteers from Simply Connect to support them to join the Do-It.Org platform through a series of tailored communications and by offering online support sessions. We also engaged with 355 groups that had been registered on Simply Connect pre-pandemic to support them to transfer their details to the new Do-It platform.

Due to COVID-19 restrictions we have not run our Volunteer Drop In, although these and other support sessions for groups (including sessions for groups) have run online. The main focus of our volunteering work has been to manage the volume of volunteers for the emergency response, winter lockdowns and the vaccination programme.

COVID-19 Pandemic Review

We are comfortable with our ability to trade for the next 12 months based on the surplus unrestricted reserves of £107,648 that are available along with the investment of £827,710 which earned us £24,228 in interest and dividends in the financial year. Included in the unrestricted reserves, we have an exit reserve of £81,559, and the cash balance is healthy at £531,576.

**Impact of COVID-19 Pandemic**

Our staff team worked remotely during this period, and the way of working has revealed that there are many benefits to working in a different way in the future. During the year we reduced the size of our office space significantly, our office now offers a space to work, however we are not intending to have all our staff team work from that space full time any more.

We have moved all our services online, and whilst some of our work will be face to face in the future, the opportunities provided by online meetings means that much of our work can continue online.

The Pandemic created financial pressures for our organisation as many previously available funds and grants have been reshaped to respond to the emergency and subsequent recovery. We are working very hard to maintain financial security to ensure we are able to support the sector going forward.

**FINANCIAL REVIEW**

Total incoming resources for the year amounted to £527,189 which is a net increase of £127,507 in 2020. Total outgoing resources for the year amounted to £429,878, a decrease of £72,701 over 2020.

By far the largest cost of the charity continues to be its staff. In 2021 the number of staff reduced from 14 to 13.

The charity showed an overall surplus of £239,398 for the year (2020 - deficit £143,192). The surplus on unrestricted funds was £17,671 (2020 - deficit of £40,029) and the surplus on restricted funds was £221,727 (2020 - deficit £103,163).

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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**RESERVES POLICY**

The charity's restricted reserves at 31 March 2021 stand at £946,162 (2020 - £724,435), of which £858,801 (2020 - £634,557) represents monies unspent on the roof tariff programme, while unrestricted reserves amount to £107,648 (2020 - £89,977).

In view of the current uncertainties throughout the sector as a whole regarding future funding availability, we have retained a separate designated exit contingency reserve of £81,559 (2020 - £74,110) which was set up in 2011. This represents an estimated 3 months running costs which would be incurred during an orderly wind-down of the charity's operations. Free unrestricted reserves therefore stand at £26,089 (2020 - £867) and are held to provide the charity with sufficient working capital to enable it to meet its day-to-day requirements.

Restricted funds are held to be spent in the future in accordance with the wishes and requirements of the fund providers.

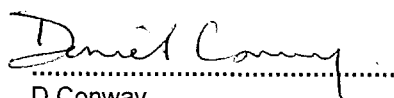
**INVESTMENT POLICY**

Under its constitution, the charity has the power to make any investment that the trustees see fit. The total investment return generated was £24,228 (2020 - £13,676) with investment management fees of £nil (2020 - £7,314).

**PLANS FOR FUTURE PERIODS**

In such a turbulent landscape with so many unknowns it is difficult to plan even 12 months ahead with any certainty. However we need a framework to guide us and ensure we make decisions which ensure we are doing all we have set out to achieve. The 'Five Year Plan 2019-2023' provides us with a clear statement of our values and ethos, the outcomes we expect to see as a result of the activity we undertake and the quality standards that we aspire to. We have reviewed our key areas of work and consider strengthening communities, strengthening charitable organisations and community groups and strengthening the sector remain as key areas of work for us. This will act as a steer for deciding where to invest our energy, expertise and resources.

This report was approved by the Trustees, on 20/10/21 and signed on their behalf by:

 20/10/21  
D Conway  
Trustee



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**COMMUNITY ACTION: MK**  
**(A company limited by guarantee)**

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**TRUSTEES' RESPONSIBILITIES STATEMENT**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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The Trustees (who are also directors of Community Action: MK for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

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

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

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**COMMUNITY ACTION: MK**  
**(A company limited by guarantee)**

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**INDEPENDENT EXAMINER'S REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF COMMUNITY ACTION: MK (the 'Company')**

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

This report is made solely to the Company's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Company's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Company and the Company's Trustees as a body, for my work or for this report.

**RESPONSIBILITIES AND BASIS OF REPORT**

As the Trustees of the Company (and 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 the Company's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**INDEPENDENT EXAMINER'S STATEMENT**

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

I have completed my examination. I can 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.

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**COMMUNITY ACTION: MK**  
(A company limited by guarantee)

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**INDEPENDENT EXAMINER'S REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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Signed: 

Dated: 12/11/2021

Robert John Butler FCA  
(Senior Statutory Auditor)

**MHA MACINTYRE HUDSON**

Chartered Accountants

Moorgate House  
201 Silbury Boulevard  
Milton Keynes  
Buckinghamshire  
MK9 1LZ

**COMMUNITY ACTION: MK**  
**(A company limited by guarantee)**

**STATEMENT OF FINANCIAL ACTIVITIES INCORPORATING INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 2021**

	Note	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
<b>INCOME FROM:</b>					
Donations and legacies	2	339	502,556	502,895	384,947
Investment income	3	24,294	-	24,294	14,735
<b>TOTAL INCOME</b>		<b>24,633</b>	<b>502,556</b>	<b>527,189</b>	<b>399,682</b>
<b>EXPENDITURE ON:</b>					
<b>Charitable activities:</b>					
Direct costs	4	-	271,883	271,883	417,512
Support costs	5	-	153,131	153,131	80,128
Governance	5	864	4,000	4,864	4,939
<b>TOTAL EXPENDITURE</b>		<b>864</b>	<b>429,014</b>	<b>429,878</b>	<b>502,579</b>
<b>NET INCOME / (EXPENDITURE) BEFORE TRANSFERS</b>					
Transfers between funds	18	23,769 (148,185)	73,542 148,185	97,311 -	(102,897) -
<b>NET INCOME / (EXPENDITURE) BEFORE OTHER RECOGNISED GAINS AND LOSSES</b>					
		(124,416)	221,727	97,311	(102,897)
Other recognised gains/(losses)		142,087	-	142,087	(40,295)
<b>NET MOVEMENT IN FUNDS</b>		<b>17,671</b>	<b>221,727</b>	<b>239,398</b>	<b>(143,192)</b>
<b>RECONCILIATION OF FUNDS:</b>					
Total funds brought forward	18	89,977	724,435	814,412	957,604
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>107,648</b>	<b>946,162</b>	<b>1,053,810</b>	<b>814,412</b>

The notes on pages 13 to 34 form part of these financial statements.

**COMMUNITY ACTION: MK**  
**(A company limited by guarantee)**  
**REGISTERED NUMBER: 04279401**

**BALANCE SHEET**  
**AS AT 31 MARCH 2021**

	Note	£	2021 £	£	2020 £
<b>FIXED ASSETS</b>					
Tangible assets	10		594		182
Investments	11		827,710		661,395
			<u>828,304</u>		<u>661,577</u>
<b>CURRENT ASSETS</b>					
Debtors	12	27,496		57,213	
Cash at bank and in hand	13	531,576		169,447	
		<u>559,072</u>		<u>226,660</u>	
<b>CREDITORS:</b> amounts falling due within one year	14	(333,566)		(73,732)	
<b>NET CURRENT ASSETS</b>			<u>225,506</u>		<u>152,928</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>1,053,810</u>		<u>814,505</u>
<b>CREDITORS:</b> amounts falling due after more than one year	15		-		(93)
<b>NET ASSETS</b>			<u>1,053,810</u>		<u>814,412</u>
<b>CHARITY FUNDS</b>					
Restricted funds	18		946,162		724,435
Unrestricted funds	18		107,648		89,977
<b>TOTAL FUNDS</b>			<u>1,053,810</u>		<u>814,412</u>

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**COMMUNITY ACTION: MK**

**(A company limited by guarantee)**

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**BALANCE SHEET (continued)**  
**AS AT 31 MARCH 2021**

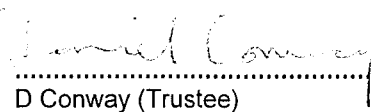
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The Company's financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The Trustees consider that the Company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the Company to obtain an audit for the year in question in accordance with section 476 of the Act.

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The financial statements were approved and authorised for issue by the Trustees on 21/10/21 and signed on their behalf, by:

 21/10/21  
D Conway (Trustee)

The notes on pages 13 to 34 form part of these financial statements.

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**1. ACCOUNTING POLICIES**

**1.1 General Information**

The charity is a private company (registered number: 04279401) and registered charity (registered number 1092047), limited by guarantee, in England and Wales. The address of its registered office is Acorn House, 351 Midsummer Boulevard, Milton Keynes, MK9 3HP.

The principal activity is to provide public benefit by advancing community development through its support of community and voluntary organisations in Milton Keynes. This is done by providing information, advice and training to organisations and by working strategically and operationally to promote and support effective community involvement.

The financial statements are presented in Sterling, which is also the functional currency of the company.

All figures in the financial statements are rounded to the nearest £1.

**1.2 Basis of preparation of financial statements**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Community Action: MK meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

**1.3 Going concern**

The financial statements have been prepared on a going concern basis.

In response to the COVID-19 pandemic, the Trustees have performed a robust analysis of forecast future cash flows taking into account the potential impact on the charity of possible future scenarios arising from the impact of COVID-19. This analysis also considers the effectiveness of available measures to assist in mitigating the impact.

Based on these assessments and having regard to the resources available to the charity, the trustees have concluded that there is no material uncertainty arising from the COVID-19 pandemic and that they can continue to adopt the going concern basis in preparing the annual report and accounts.

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**1. ACCOUNTING POLICIES (CONTINUED)**

**1.4 Income**

All income is recognised once the Company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

For legacies, entitlement is taken as the earlier of the date on which either: the Company is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the Company has been notified of the executor's intention to make a distribution. Where legacies have been notified to the Company, or the Company is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Donated services or facilities are recognised when the Company has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the Company of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), the general volunteer time of the Friends is not recognised and refer to the Trustees' report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the Company which is the amount the Company would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

**1.5 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Support costs are those costs incurred directly in support of expenditure on the objects of the Company and include project management carried out at Headquarters. Governance costs are those incurred in connection with administration of the Company and compliance with constitutional and statutory requirements.

Charitable activities and Governance costs are costs incurred on the Company's operations, including support costs and costs relating to the governance of the Company apportioned to charitable activities.



**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

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**1. ACCOUNTING POLICIES (CONTINUED)**

**1.6 Tangible fixed assets and depreciation**

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of financial activities incorporating income and expenditure account.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Leasehold improvements	- 16.66% - 33% Straight line
Office equipment	- 16.66% - 50% Straight line

**1.7 Investments**

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance sheet date, unless fair value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and shown in the heading 'Gains/(losses) on investments' in the Statement of financial activities incorporating income and expenditure account.

**1.8 Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Company; this is normally upon notification of the interest paid or payable by the Bank.

**1.9 Leasing and hire purchase**

Assets obtained under hire purchase contracts and finance leases are capitalised as tangible fixed assets. Assets acquired by finance lease are depreciated over the shorter of the lease term and their useful lives. Assets acquired by hire purchase are depreciated over their useful lives. Finance leases are those where substantially all of the benefits and risks of ownership are assumed by the Company. Obligations under such agreements are included in creditors net of the finance charge allocated to future periods. The finance element of the rental payment is charged to the Statement of financial activities incorporating income and expenditure account so as to produce a constant periodic rate of charge on the net obligation outstanding in each period.

**1.10 Operating leases**

Rentals under operating leases are charged to the Statement of financial activities incorporating income and expenditure account on a straight line basis over the lease term.

**1.11 Debtors**

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

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**1. ACCOUNTING POLICIES (CONTINUED)**

**1.12 Cash at Bank and in hand**

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**1.13 Liabilities and provisions**

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the Company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

**1.14 Financial instruments**

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

**1.15 Pensions**

The Company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Company to the fund in respect of the year.

**1.16 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

**COMMUNITY ACTION: MK**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

**2. INCOME FROM DONATIONS AND LEGACIES**

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Roof Tariff Funds	-	250,000	250,000	150,000
SDV General	-	-	-	752
Big Local Conniburrow	-	60,245	60,245	58,767
Local people	-	-	-	15,694
People Health Trust	-	-	-	31,087
Unrestricted funding	339	-	339	1,032
Section 106 SDV	-	-	-	36,559
SDV Capacity Building	-	30,000	30,000	56,725
Pedalling Culture	-	-	-	2,095
CMK Town Council	-	-	-	10,278
Simpson & Ashland	-	-	-	4,783
HFE18	-	-	-	5,500
Vagabond Independent Cinema	-	-	-	1,260
MacMillan Research Project	-	-	-	8,953
Community Display Workshop	-	6,000	6,000	1,462
Covid-19 Collaborative Action Group CF	-	7,936	7,936	-
Catalyst	-	11,803	11,803	-
VCS EP Local Intelligence Network Grant	-	3,000	3,000	-
Volunteering NHS England	-	10,000	10,000	-
VCSE Leadership Program NHS England	-	38,000	38,000	-
Volunteering Bid CF	-	31,855	31,855	-
Infrastructure Support CF	-	25,000	25,000	-
Health Equalities NHS England	-	7,217	7,217	-
Volunteer Responders Evaluation NHS England	-	12,000	12,000	-
Vulnerable People	-	9,500	9,500	-
<b>Total donations and legacies</b>	<b>339</b>	<b>502,556</b>	<b>502,895</b>	<b>384,947</b>
<b>Total 2020</b>	<b>1,032</b>	<b>383,915</b>	<b>384,947</b>	

**COMMUNITY ACTION: MK**  
**(A company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**3. INVESTMENT INCOME**

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Investment dividend income	24,228	-	24,228	13,676
Bank interest income receivable	66	-	66	1,059
	<u>24,294</u>	<u>-</u>	<u>24,294</u>	<u>14,735</u>
Total 2020	<u>14,735</u>	<u>-</u>	<u>14,735</u>	

**4. DIRECT COSTS**

	Restricted costs £	Unrestricted costs £	Total 2021 £	Total 2020 £
Grant expenditure	29,264	-	29,264	89,103
Investment management fees	-	-	-	7,314
Staff salaries	242,619	-	242,619	321,095
	<u>271,883</u>	<u>-</u>	<u>271,883</u>	<u>417,512</u>
Total 2020	<u>410,198</u>	<u>7,314</u>	<u>417,512</u>	

**COMMUNITY ACTION: MK**  
**(A company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**5. SUPPORT COSTS**

	<b>Governance</b>	<b>Support</b>	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>costs</b>	<b>2021</b>	<b>2020</b>
		<b>£</b>	<b>£</b>	<b>£</b>
Legal & professional	-	300	300	2,540
Staff salaries	-	122,436	122,436	40,092
Rent, rates and service charges	-	11,760	11,760	11,726
Communication & IT	-	9,841	9,841	11,101
Training & marketing	-	2,300	2,300	3,323
Bank charges & interest	-	604	604	653
Depreciation	-	138	138	665
Other expenses	-	1,544	1,544	3,697
Other repairs & maintenance	-	128	128	334
Other outgoing resources	-	4,080	4,080	5,997
Governance	4,864	-	4,864	4,939
	<b>4,864</b>	<b>153,131</b>	<b>157,995</b>	<b>85,067</b>
Total 2020	4,939	80,128	85,067	

**6. NET INCOME/(EXPENDITURE)**

This is stated after charging:

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Depreciation of tangible fixed assets: - owned by the charity	<b>138</b>	<b>665</b>

During the year, no Trustees received any remuneration (2020 - £nil).

During the year, no Trustees received any benefits in kind (2020 - £nil).

During the prior year, 1 Trustee received reimbursement of expenses in relation to travel costs to a meeting amounting to £25.

**7. INDEPENDENT EXAMINERS' REMUNERATION**

The Independent Examiner's remuneration amounts to an Independent Examination fee of £3,425 (2020 - £2,500).

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021

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8. STAFF COSTS

The average number of persons employed by the Company during the year was as follows:

	2021 No.	2020 No.
Employee numbers	13	14

No employee received remuneration amounting to more than £60,000 in either year.

**Key Management Personnel**

Key management personnel include all persons that have authority and responsibility for planning, directing, and controlling the activities of the charity. The total compensation paid to key management personnel for services provided to the charity was £46,945 (2020: £43,622).

**Wages Costs**

	2021 £	2020 £
Wages and salaries	328,216	326,896
Social security costs	25,370	25,049
Employer contributions to pension plans	11,469	9,242
Total	<u>365,055</u>	<u>361,187</u>

9. TRANSFERS BETWEEN FUNDS

The funds transfer relates to transfers of resources between various restricted funds and allocation of costs between unrestricted funds and restricted funds, both in accordance with the wishes and requests of the relevant grant providers.

**COMMUNITY ACTION: MK**  
**(A company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**10. TANGIBLE FIXED ASSETS**

	Leasehold improvements £	Office equipment £	Total £
<b>Cost</b>			
At 1 April 2020	26,178	67,464	93,642
Additions	-	550	550
At 31 March 2021	26,178	68,014	94,192
<b>Depreciation</b>			
At 1 April 2020	26,178	67,282	93,460
Charge for the year	-	138	138
At 31 March 2021	26,178	67,420	93,598
<b>Net book value</b>			
At 31 March 2021	-	594	594
At 31 March 2020	-	182	182

**11. FIXED ASSET INVESTMENTS**

	Securities £
<b>Market value</b>	
At 1 April 2020	661,395
Revaluations	24,228
Unrealised gains	142,087
At 31 March 2021	827,710

**Investments at market value comprise:**

	2021 £	2020 £
Investments	827,710	661,395

All the fixed asset investments are held in the UK and represent managed funds by Sarasin & Partners LLP.

**Valuation**

All investments above are held at valuation.

Community Action: MK has a 100% interest in Community Action Development Services CIC, a company limited by guarantee.

**COMMUNITY ACTION: MK**  
**(A company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**12. DEBTORS**

	2021 £	2020 £
Trade debtors	25,540	53,262
Amounts owed by group undertakings	-	2,723
Other debtors	991	143
Prepayments and accrued income	965	1,085
	<u>27,496</u>	<u>57,213</u>

**13. Cash at bank and in hand**

	2021 £	2020 £
Cash and cash equivalents	<u>531,576</u>	<u>169,447</u>

**14. CREDITORS: Amounts falling due within one year**

	2021 £	2020 £
Net obligations under hire purchase contracts	78	421
Trade creditors	3,219	516
Amounts owed to group undertakings	1,086	-
Other taxation and social security	9,171	12,053
Other creditors	2,472	2,242
Accruals and deferred income	317,540	58,500
	<u>333,566</u>	<u>73,732</u>

**Deferred income**

Deferred income at 1 April 2020	56,000
Resources deferred during the year	314,115
Amounts released from previous years	(56,000)
Deferred income at 31 March 2021	<u>314,115</u>

Income which has been received during the financial year which relates to after the year end date of 31 March 2021 has been recognised on the balance sheet as deferred income.



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**COMMUNITY ACTION: MK**  
**(A company limited by guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**15. CREDITORS: Amounts falling due after more than one year**

	2021	2020
	£	£
Net obligations under hire purchase contracts	-	93

Obligations under finance leases and hire purchase contracts, included above, are payable as follows:

	2021	2020
	£	£
Between one and five years	-	93

Hire purchase contracts are secured on the assets to which they relate.

**16. FINANCIAL INSTRUMENTS**

All financial instruments are held at amortised cost.

**17. LIMITED BY GUARANTEE**

Community Action: MK is a company limited by guarantee. The liability of each member is limited to contributing £10 to the assets of the company in the event of it being wound up, while a member, or within one year after ceasing to be a member.

**18. STATEMENT OF FUNDS**

**STATEMENT OF FUNDS - CURRENT YEAR**

	Balance at 1 April 2020	Income	Expenditure	Transfers in/out	Gains/ (Losses)	Balance at 31 March 2021
	£	£	£	£	£	£
<b>Unrestricted funds</b>						
Strategic Development	15,000	-	-	(15,000)	-	-
Exit Strategy	74,110	-	-	7,449	-	81,559
General funds	867	24,633	(864)	(140,634)	142,087	26,089
	<u>89,977</u>	<u>24,633</u>	<u>(864)</u>	<u>(148,185)</u>	<u>142,087</u>	<u>107,648</u>

**COMMUNITY ACTION: MK**  
**(A company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**18. STATEMENT OF FUNDS (continued)**

**Restricted funds**

Roof Tariff Funds	634,557	250,000	(73,941)	48,185	-	858,801
SDV General	51,248	-	(53,431)	100,000	-	97,817
Big Local Conniburrow	11,208	60,245	(71,453)	-	-	-
Local People	5,992	-	(5,992)	-	-	-
Section 106 SDV	18,666	-	(18,666)	-	-	-
SDV Capacity Building	-	30,000	(30,000)	-	-	-
Simpson & Ashland	438	-	(438)	-	-	-
Infrastructure Outreach						
Work Section 106	9,922	-	(9,925)	-	-	(3)
Covid-19	(10,784)	-	10,784	-	-	-
Vagabond Independant						
Cinema	(270)	-	270	-	-	-
MacMilan Research						
Project	1,996	-	(5,646)	-	-	(3,650)
Community Display						
Workshop	1,462	6,000	(7,462)	-	-	-
Covid-19 MKC Foruum	-	7,936	(7,936)	-	-	-
Catalyst	-	11,803	(18,606)	-	-	(6,803)
VCS EP Local Intelligence						
Network Grant	-	3,000	(3,000)	-	-	-
Volunteering NHS						
England	-	10,000	(10,000)	-	-	-
Building Partnership NHS						
England	-	38,000	(38,000)	-	-	-
Volunteering Bid CF	-	31,855	(31,855)	-	-	-
Infrastructure Support CF	-	25,000	(25,000)	-	-	-
NHS England Equalities	-	7,217	(7,217)	-	-	-
NHS Volunteer						
Responders	-	12,000	(12,000)	-	-	-
Vulnerable People	-	9,500	(9,500)	-	-	-
	<u>724,435</u>	<u>502,556</u>	<u>(429,014)</u>	<u>148,185</u>	<u>-</u>	<u>946,162</u>
Total of funds	<u>814,412</u>	<u>527,189</u>	<u>(429,878)</u>	<u>-</u>	<u>142,087</u>	<u>1,053,810</u>

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**COMMUNITY ACTION: MK**  
**(A company limited by guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**18. STATEMENT OF FUNDS (continued)**

**STATEMENT OF FUNDS - PRIOR YEAR**

	Balance at 1 April 2019 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 March 2020 £
<b>General funds</b>						
Strategic Development	-	-	-	15,000	-	15,000
Exit Strategy	83,666	-	-	(9,556)	-	74,110
General funds	46,340	15,767	(92,381)	71,436	(40,295)	867
	<u>130,006</u>	<u>15,767</u>	<u>(92,381)</u>	<u>76,880</u>	<u>(40,295)</u>	<u>89,977</u>

**COMMUNITY ACTION: MK**  
**(A company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**18. STATEMENT OF FUNDS (continued)**

**Restricted funds**

Roof Tariff Funds	631,450	150,000	(73,791)	(73,102)	-	634,557
SDV General	48,909	752	5,969	(4,382)	-	51,248
Peoples Health Trust	24,398	31,087	(55,485)	-	-	-
Big Local Conniburrow	15,208	58,767	(62,767)	-	-	11,208
Local People	19,605	15,694	(29,307)	-	-	5,992
Community Action						
Platform for Energy	(24)	-	-	24	-	-
Section 106 SDV	27,501	36,559	(40,291)	(5,103)	-	18,666
SDV Capacity Building	16,197	56,725	(72,922)	-	-	-
Simpson & Ashland	(79)	4,783	(4,266)	-	-	438
MK Futures	7,900	-	-	(7,900)	-	-
Governance	914	-	-	(914)	-	-
MK Smart	1,240	-	-	(1,240)	-	-
Manage My Money	1,971	-	-	(1,971)	-	-
Peddalling Culture	3,091	2,095	(5,186)	-	-	-
MK Mental Health	175	-	-	(175)	-	-
WFU	(9,465)	-	-	9,465	-	-
Infrastructure Outreach						
Work Section 106	38,971	-	(29,049)	-	-	9,922
CMK Town Council	3,426	10,278	(13,704)	-	-	-
Driverless Cars	2,233	-	-	(2,233)	-	-
Blue Light Hub	1,919	-	-	(1,919)	-	-
Building Connections	8,208	-	-	(8,208)	-	-
Inclusive grant research	1,104	-	-	(1,104)	-	-
Homelessness						
Partnership	(3,578)	-	-	3,578	-	-
Research Grant MKC	(13,676)	-	(4,628)	18,304	-	-
Covid-19	-	-	(10,784)	-	-	(10,784)
HFE18	-	5,500	(5,500)	-	-	-
Vagabond Independant						
Cinema	-	1,260	(1,530)	-	-	(270)
MacMilan Research						
Project	-	8,953	(6,957)	-	-	1,996
Community Display						
Workshop	-	1,462	-	-	-	1,462
	<u>827,598</u>	<u>383,915</u>	<u>(410,198)</u>	<u>(76,880)</u>	<u>-</u>	<u>724,435</u>
Total of funds	<u>957,604</u>	<u>399,682</u>	<u>(502,579)</u>	<u>-</u>	<u>(40,295)</u>	<u>814,412</u>

Roof Tariff Funds: To be used against the Business Plan for the VCS tariff allocation (2004), to implement the Community Development Programme within the new expansion areas.

SDV General/Capacity Building: To assist charities and community groups, set up, choose a legal structure, find funding, monitor and evaluate their work, recruit and retain volunteers and connect with the people and opportunities that matter to them.

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**COMMUNITY ACTION: MK**  
(A company limited by guarantee)

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

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**18. STATEMENT OF FUNDS (continued)**

Big Local Conniburrow: Community Action: MK run a Community Champions programme on behalf of Big Local Conniburrow. This is focussed on supporting local residents develop the skills and experience to support community led action in Conniburrow.

People's Health Trust: Coordination and administration of the People's Health Trust's Local Conversion project. Providing funding to specific communities associated with addressing local priorities as specified by the funder.

Local People: Funds to be used to connect with specific local communities and residents, targeted at younger people and health issues via local steering groups.

Community Action Platform for Energy: To engage communities in Milton Keynes CAPE programme by promoting community energy initiatives and ensuring the involvement of communities in the development, testing and monitoring of CAPE platforms/projects.

Section 106: Contributions towards the costs of providing community and social infrastructure in areas of new housing development across the existing Milton Keynes.

Simpson and Ashland: In October 2017, Simpson and Ashland Parish Council appointed Community Action: MK to undertake a piece of research to enable Parish Councillors to develop a deeper understanding of the social makeup of Simpson. This research is intended to support Parish Councillors to act with greater confidence in the allocation of resources and invest in the most appropriate services, activities and partnerships for the benefit of the local community.

A number of recommendations have been made to address the challenges in meeting the needs of local residents. Simpson and Ashland Parish Council displayed great leadership in preparing for the services the residents of Simpson will need in future. This research provides a foundation for developing the approach to how this could work, what is fundamental for a successful future is that resident participation must be at the heart of service planning as an ongoing and long-term process.

MK Futures: We worked alongside the MK Futures 2050 Programme team in order to support a diverse range of residents to connect with the six big projects that that will shape MK as we plan for the year 2050. We called for volunteers from a variety of groups, to come and learn more about the projects and represent their communities to ensure a wide range of voices were heard. The response was fantastic and we were thrilled to have interest from such a diverse range of communities. The Connector group was launched in 2017, with the long-term aim of ensuring future plans reflect the needs of all citizens in MK.

Governance: In early 2018, thanks to funding from Milton Keynes Community Foundation, we were able to integrate a more comprehensive level of Governance support to groups. We created an online selfassessment tool based on the new voluntary Charity Code of Governance and began to work with groups to provide specific advice around areas of improvement under the seven key principles of the code.

MK Smart: Community Action: MK supports local citizens to develop their own ideas and innovations as they attempt to make their lifestyles, and those of other more sustainable

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**18. STATEMENT OF FUNDS (continued)**

**Manage My Money:** We worked with the Open University on the exciting new Managing My Money Project, recruiting volunteer Connectors interested in supporting their peers to improve their financial situations. 29 volunteers received training from the Open University around basic financial matters and simple and effective ways to save money or reduce outgoings. We also worked with Connectors to develop their skills in community engagement and support as many people in their communities as possible. Connectors spoke to 137 people, helping them make, often small, changes that could have a big positive impact on their finances and wellbeing.

**Pedalling Culture:** This is an Arts Council funded project aimed at encouraging people to use sustainable transport to travel to cultural venues in Milton Keynes. Our role was to find and work with volunteers to test cycle routes, raise awareness of the cultural offer in Milton Keynes and electric vehicles and bikes. We recruited a total of 30 volunteers to the programme and held a number of engagement events.

**MK Mental Health:** A project mapping services offered by VCS organisations which impact mental health and wellbeing in children and young people in MK.

**WFU:** The aim is to forge closer working relationships between CA:MK and MKWFU to provide a platform for the future sustainability of both organisations.

**Infrastructure Support MKCF S106 Grant:** The aim of the project is to increase the voluntary and community sector infrastructure support to groups operating in the specified S106 areas. The funding enabled us to employ a worker to develop our support and development services and coordinate an outreach programme to groups in these geographical areas.

**CMK Town Council:** Our Community Mobiliser worked in specified areas in CMK to engage with local residents to understand issues and support people get involved in their community through activities such as door knocking and engagement events. Issues and concerns are being conveyed back to the Town Council. We also worked to put together a database scheduling events and activities and community and charitable groups and resources operating in CMK.

**Driverless Cars:** The funding was used to run a project that brings together key stakeholders in innovation and the policy design process, including technology experts (e.g. developers) and local policy makers, with a focus on engaging with disability groups in Milton Keynes. This allowed potential disabled users to have direct contact with the technologies that could transform their way of life, whilst allowing technological developers and policy makers to understand the needs of disabled users to ensure future developments will be as effective for this section of our community as possible. Through co-creation and co-design, the project allowed all key stakeholders to come together and create a set of recommendations for how to develop and implement new technologies, ensuring all parties involved in the process are actively engaged, and to develop a common language to help them communicate with each other better.

**Blue Light Hub:** Bucks Fire and Rescue Services (BFRS) commissioned Community Action MK to conduct a piece of research to assess the appetite that voluntary and community groups have to make use of the available spaces in the new Blue Light Hub building on West Ashland. The building is due to be completed and potentially open for community groups to make use of in early 2020.

The aim of the research is to provide BFRS feedback on potential demand of the available spaces from neighbouring community groups who can access the Hub by foot as well as groups working with the wider Milton Keynes community. The information will be used to develop a workable programme of space management for the spaces available, benefitting voluntary and community groups in MK.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

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**18. STATEMENT OF FUNDS (continued)**

**Building Connections:** The aim of this project was to explore loneliness in young people aged 8-25 years of age and how community spaces might be utilised to lessen loneliness. We undertook our work in the community of Conniburrow in Milton Keynes where we have use of a Community Hub.

During the project we worked closely with local schools and residents in the community. The local school council was very helpful in co-designing a questionnaire that was circulated amongst peers. We also obtained information from residents living in houses of multiple occupancy, as previous interactions had indicated that residents of this type of accommodation are at increased likelihood of feeling lonely. Our findings have brought to the forefront that loneliness is a real issue amongst young people. It's really not an issue that impacts only the old.

**Inclusive Grant Research:** MK Community Foundation awarded a grant to Community Action: MK to undertake this short piece of research in order to gather evidence about the need for more volunteering opportunities for people with disabilities. The feedback is used to generate recommendations and help CA:MK to develop its volunteering services in a way that is more inclusive.

**Homelessness Partnership:** We have played an active role in providing secretarial support to the Homelessness Partnership. The group is a partnership between Milton Keynes Council and the voluntary sector and works to address homelessness and its causes.

**Research Grant MKC:** The purpose of this paper is to set out the case for creating a "Community Action: MK endowment fund" with the aim of providing long term, sustainable and consistent infrastructure funding to support voluntary and community groups in the new expansion areas, and wider Milton Keynes. This paper is a review of the Tariff programme, including how it was set up and what it aimed to achieve, followed by a review of the current context and its impact on the new communities and wider Milton Keynes.

**Covid-19:** The pandemic emergency has required Community Action: MK to swiftly reprofile its programme of work in order to support groups with appropriate information and advice such as risk assessments and approaching funders. We also worked to coordinate volunteering support such as mapping of volunteer capacity, researching the need in communities with our partner agencies. We also set up 7 virtual Collaborative Action Groups covering the whole of Milton Keynes where we gather on the ground intelligence from groups and residents and feed that back to relevant stakeholders and agencies and support groups to respond to local needs.

**HFE18:** CA:MK was commissioned by the Open University to facilitate engagement and research sessions to provide input around potential for public displays and health tracking technology to increase physical activity within communities. Three of the workshops were focused on over 55 year olds and one on mixed age groups.

**Vagabond Independent Cinema:** CA:MK provided an infrastructure support package for the organisation and its board of trustees including support to review its organisational structure and governance to ensure it is "fit for purpose". We also provided secretarial support, advice in finance and bookkeeping and training such as making effective funding applications.

**Macmillan Research Project:** The research project is to help Macmillan Cancer Support to identify and understand the cancer needs of Milton Keynes growing BAME and faith communities and enable opportunities for the cancer voice from patients and families to be heard to influence health and care services. The work included desk research and face to face engagements through one to one interviews and focus groups with both patients, their families and health professionals. Phase 1 of the project which involved desk research and survey questionnaires have been completed. Phase 2 of the project on face to face engagements and open meetings is being delayed due to COVID 19.

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**COMMUNITY ACTION: MK**  
**(A company limited by guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**18. STATEMENT OF FUNDS (continued)**

Community Display Workshop: To run workshops with older adults to engage and increase community awareness of health related activities and behaviours and develop closer community links between health researchers and local communities, empowering these communities to engage with health innovation. Due to Covid 19, work had to happen differently and the project is now completed and closed.

Covid-19 MKCF Forum: 7 regional "forums" were set up across MK (Central, NE, SE, SW, NW and 2 in rural areas) with the aim of bringing together a range of VCS organisations and other service providers in different geographical regions to help improve local responses to the Covid -19 crisis. These forums were coordinated by members of the staff team with additional support from volunteers when required, held weekly online meetings for issue and action focused discussions, and with open communication ongoing between members outside of these meetings.

Catalyst (Development Fund): CAMK directed work to volunteering and VCSE response when Covid began. It became clear no one had a full and clear picture of the new and emerging needs- vulnerable people slipping through gaps etc. The Development programme allowed us to build on the research and scoping undertaken in the Catalyst Discovery phase to develop a digital tool for identifying and recording community needs using VCSE grassroots intelligence.

VCS EP Local Intelligence Network Grant: Funding received to support LIOs to engage in testing and developing an effective network that links local and national intelligence on needs, resources and responses during an emergency. This process of development will take place over a six-month period, building on the structures already put in place through the Voluntary and Community Sector Emergencies Partnership.

The aims of the Local Intelligence Network:

To further develop the ways of working which enable an agile and dynamic flow of information between communities, community organisations and the VCSE EP Multi-Agency Cells;

To increase the speed, efficiency and capacity to identify unmet needs of people in the most vulnerable situations, and manage resource requirements to respond;

To ensure ways of working are effective and adaptable to support changes in the impact of emergencies (such as changes to Covid-19 lockdown restrictions on a local basis), and;

To support the local VCS and national partners to meet surge capacity issues effectively and swiftly.

Volunteering NHS England: Supported the work to gain better understanding of volunteering and local opportunities in Milton Keynes, in particular roles relating to health and social care. The work also involved helping voluntary and community organisations to identify their needs and start to look at an action plan for the delivery of a volunteering programme that meets the needs of the organisation and the volunteers they involve.

Building Health Partnerships and NHS VCSE Leadership Programme: These two programmes were integrated as they are both about positioning the voluntary sector as a strategic partner with Health. Funding was received through the NHS VCSE Leadership Programme and Bedfordshire, Luton and Milton Keynes Clinical Commissioning Group, and this work has two key strands:

- Support from Institute for Voluntary Action Research (IVAR) through a series of workshops to develop and agree an infrastructure and operating process for the Milton Keynes Network of Networks and the Voluntary Sector Alliance. Also to produce an output(s) to demonstrate "what the VCSE can offer".

- To employ a BLMK Partnerships Lead: Harnessing the Power of Communities for Bedfordshire, Luton and Milton Keynes. The purpose of this role is to maximise the impact of the VCSE as an equal partner and positively contributing across the developing BLMK Integrated Care System.



**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

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**18. STATEMENT OF FUNDS (continued)**

Volunteering Bid CF: To develop our volunteering services to ensure volunteering is an instrumental part of the response and recovery to Covid. The funding enabled our team to:

- Liaise with partners in Health (CCG & CNWL) to implement programmes to support volunteers' mental health.
- 1 to 1 support to groups to consider how volunteers could enhance their provision and help deliver work that may not have been necessary pre-Covid 19.
- Research and implement a new volunteering platform.
- Work with the CAGs to develop an Inclusive Volunteer Recruitment Plan so strategies for involving people with protected characteristics are offered the opportunity to get involved in volunteering. Including a communications plan, to inspire residents to continue volunteering beyond the initial phase of the crisis.

Infrastructure Support CF: This funding was used to build capacity in the sector; promote and facilitate cooperation and build contributions to the community. Specific areas of work included governance support, funding advice, collaboration and creating community intelligence.

NHS Health Equalities: This funding had three elements focused on understanding peer support infrastructure. We would work with one peer support group, and provide them with a suite of infrastructure support services which would help us develop a framework to be shared across other peer support groups and to start a mental health alliance.

NHS Volunteer Responders: The funding enabled work to:

- Continue to build on our understanding of the use of NHS Volunteer Responders and integration of the programme across our system, collating and sharing intelligence at system and 'place' level.
- Enable detailed analysis on NHS Volunteer Responders utilisation and/or support development of current or legacy needs.
- Share all relevant resources, guidance, learning and intelligence with NHS England and NHS Improvement.

Vulnerable People: To coordinate the communication and outreach work by VCSE to spread COVID-19 and Vaccine Messages. Community Action: MK worked to coordinate the VCSE and provide some funds for up to 30 organisations to undertake outreach and if required support the development of new resources to improve health outcomes. In addition a set of recommendations will be developed for the Health and Social Care system which will advise on bespoke communications methods.

Infrastructure Support FC: Community Action:MK support groups across Milton Keynes to grow and develop through the provision of governance support, funding advice, training, networking opportunities and Volunteering. Our work with the sector is focused on creating a network of networks, through capacity building work to enable groups to be part of the planning and influencing decision making.

**COMMUNITY ACTION: MK**  
**(A company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

18. Section 106: Contributions towards the costs of providing community and social infrastructure in areas of new housing development across the existing Milton Keynes.

**SUMMARY OF FUNDS - CURRENT YEAR**

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 March 2021 £
General funds	89,977	24,633	(864)	(148,185)	142,087	107,648
Restricted funds	724,435	502,556	(429,014)	148,185	-	946,162
	<u>814,412</u>	<u>527,189</u>	<u>(429,878)</u>	<u>-</u>	<u>142,087</u>	<u>1,053,810</u>

**SUMMARY OF FUNDS - PRIOR YEAR**

	Balance at 1 April 2019 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 March 2020 £
General funds	130,006	15,767	(92,381)	76,880	(40,295)	89,977
Restricted funds	827,598	383,915	(410,198)	(76,880)	-	724,435
	<u>957,604</u>	<u>399,682</u>	<u>(502,579)</u>	<u>-</u>	<u>(40,295)</u>	<u>814,412</u>

19. ANALYSIS OF NET ASSETS BETWEEN FUNDS

**ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR**

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Tangible fixed assets	594	-	594
Fixed asset investments	-	827,710	827,710
Current assets	440,620	118,452	559,072
Creditors due within one year	(333,566)	-	(333,566)
	<u>107,648</u>	<u>946,162</u>	<u>1,053,810</u>

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**19. ANALYSIS OF NET ASSETS BETWEEN FUNDS (continued)**

**ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR**

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Tangible fixed assets	182	-	182
Fixed asset investments	-	661,395	661,395
Current assets	163,620	63,040	226,660
Creditors due within one year	(73,732)	-	(73,732)
Creditors due in more than one year	(93)	-	(93)
	<u>89,977</u>	<u>724,435</u>	<u>814,412</u>

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**20. PENSION COMMITMENTS**

The amount outstanding in relation to defined contribution plans at the year end was £2,472 (2020: £2,242), which is included in other creditors.

**21. OPERATING LEASE COMMITMENTS**

At 31 March 2021 the total of the Charity's future minimum lease payments under non-cancellable operating leases was:

	2021 £	2020 £
<b>Amounts payable:</b>		
No later than 1 year	1,853	-
Later than 1 year and not later than 5 years	3,705	-
Total	5,558	-

**22. HIRE PURCHASE AND FINANCE LEASES**

Minimum lease payments under hire purchase fall due as follows:

	2021 £	2020 £
Within 1 year	78	421
Between 1-5 years	-	93
Total	78	514