

# Crawley Community Action

England & Wales · Charity number 1094699

## Details

|                |                                                                              |
|----------------|------------------------------------------------------------------------------|
| Other names    | CRAWLEY COMMUNITY & VOLUNTARY SERVICE, CRAWLEY COUNCIL FOR VOLUNTARY SERVICE |
| Status         | Registered                                                                   |
| Legal form     | Charitable company                                                           |
| Company number | <a href="#">04488714</a>                                                     |
| Registered     | 2002-11-21                                                                   |
| Register       | <a href="#">View on the Charity Commission register</a>                      |

## Contact

|         |                                                                                               |
|---------|-----------------------------------------------------------------------------------------------|
| Address | The Orchard<br>1-2 Gleneagles Court<br>Brighton Road<br>Crawley<br>West Sussex<br>RH10 6AD    |
| Phone   | 01293657000                                                                                   |
| Email   | <a href="mailto:info@crawleycommunityaction.org">info@crawleycommunityaction.org</a>          |
| Website | <a href="https://www.crawleycommunityaction.org/">https://www.crawleycommunityaction.org/</a> |

## Activities

**Objects:** 4. THE CHARITY'S OBJECTS (THE OBJECTS) ARE: 4(1) TO PROMOTE ANY CHARITABLE PURPOSES FOR THE BENEFIT OF THE PUBLIC, PRINCIPALLY BUT NOT EXCLUSIVELY IN THE LOCAL GOVERNMENT AREA OF CRAWLEY AND ITS ENVIRONS (HEREINAFTER CALLED THE AREA OF BENEFIT) AND, IN PARTICULAR, BUILD THE CAPACITY OF THIRD SECTOR ORGANISATIONS AND PROVIDE THEM WITH THE NECESSARY SUPPORT, INFORMATION AND SERVICES TO ENABLE THEM TO PURSUE OR CONTRIBUTE TO ANY CHARITABLE PURPOSE. 4(2) TO PROMOTE, ORGANISE AND FACILITATE CO-OPERATION AND PARTNERSHIP WORKING BETWEEN THIRD SECTOR, STATUTORY AND OTHER RELEVANT BODIES IN THE ACHIEVEMENT OF THE ABOVE PURPOSES WITHIN THE AREA OF BENEFIT

**Activities:** Charity's Aims.....General Charitable Purposes.Education/TrainingDisabilityRelief of PovertyCharity Helps.....People with disability/Special needsOther CharitiesHow the Charity Operates.....Provides human resource (eg staff/volunteers)Provides buildings/facilities/open spaceProvides

advocacy/advice/information Acts as an umbrella or resource body

## Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body
- **What:** General Charitable Purposes, Education/training, Disability, The Prevention Or Relief Of Poverty
- **Who:** Children/young People, Elderly/old People, People With Disabilities, People Of A Particular Ethnic Or Racial Origin, Other Charities Or Voluntary Bodies

## Geography

- **Area of benefit:** CRAWLEY AND ITS SURROUNDING AREAS AND THE COUNTY OF WEST SUSSEX
- West Sussex

## Finances

| Period end | Income   | Expenditure | Assets   | Employees |
|------------|----------|-------------|----------|-----------|
| 2025-03-31 | £658,090 | £512,064    | £664,780 | 10        |
| 2024-03-31 | £515,593 | £452,525    | £520,493 | 13        |
| 2023-03-31 | £648,251 | £491,623    | £456,283 | 11        |
| 2022-03-31 | £551,468 | £498,726    | £298,436 | 10        |
| 2021-03-31 | £446,070 | £453,880    | -        | -         |

## Trustees

| Name                  | Role  | Appointed  |
|-----------------------|-------|------------|
| SUE BLOOM             | Chair | 2013-12-12 |
| Ashwin Soni           |       | 2019-10-10 |
| Catherine Mary Pedlow |       | 2023-11-09 |
| DAVID MURPHY          |       |            |
| Dr Iyadh Daoud        |       |            |
| JEREMY YEATS-EDWARDS  |       |            |
| PETER STEWART         |       | 2024-11-28 |
| Paul Castle           |       | 2011-10-12 |
| Vivienne Gray         |       | 2013-12-12 |

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# Accounts

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Charity registration number 1094699 (England and Wales)

Company registration number 04488714

**CRAWLEY COMMUNITY ACTION**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2025**

# CRAWLEY COMMUNITY ACTION

## LEGAL AND ADMINISTRATIVE INFORMATION

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|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Trustees</b>             | Susan Bloom (Chair) (Appointed 02/10/2013)<br>Ashwin Soni (Finance Director) (Appointed 10/10/2019)<br>Jeremy Yeats-Edwards (Vice-Chair) (Appointed 05/10/2009)<br>Paul Castle (Company Secretary) (Appointed 03/10/2011)<br>Dr Iyadh Daoud (Appointed 19/09/2003)<br>Vivienne Gray (Appointed 02/10/2013)<br>David Murphy (Appointed 17/07/2002)<br>Catherine Mary Pedlow (Appointed 09/11/2023)<br>Peter Stewart (Appointed 28/04/2024) |
| <b>Chief Executive</b>      | Toby Shaw (Appointed 01/04/2022)                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Secretary</b>            | Paul Castle                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Charity number</b>       | 1094699                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Company number</b>       | 04488714                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Registered office</b>    | The Orchard<br>1-2 Gleneagles Court<br>Brighton Road<br>Crawley<br>West Sussex<br>RH10 6AD                                                                                                                                                                                                                                                                                                                                                |
| <b>Independent examiner</b> | Darren Harding ACA FCCA DChA<br>Richard Place Dobson Services Limited<br>Ground Floor<br>1-7 Station Road<br>Crawley<br>West Sussex<br>RH10 1HT                                                                                                                                                                                                                                                                                           |
| <b>Bankers</b>              | Royal Bank of Scotland<br>Drummond House (F) Branch<br>Customer Service Centre<br>1 Redheughs Avenue<br>Edinburgh<br>EH12 9JN                                                                                                                                                                                                                                                                                                             |

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# CRAWLEY COMMUNITY ACTION

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# **CRAWLEY COMMUNITY ACTION**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)**

### ***FOR THE YEAR ENDED 31 MARCH 2025***

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#### **Trustees Report and Accounts**

The trustees present their annual report and financial statements for the year ended 31 March 2025.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charitable company's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

After obtaining the approval of the Charity Commission, the business, assets and funds of the charity, Crawley Council for Voluntary Service registered with the Charity Commission (number 227757), were transferred to a company limited by guarantee with the same name (now Crawley Community Action Ltd). The charitable company was incorporated on 17 July 2002 with registered number 4488714, and was registered on 21 November 2002 with Charity Commission number 1094699.

#### **Objectives and activities**

At the Special General Meeting held on 9 March 2015, the members adopted a new governing document in the form of a new Memorandum and Articles of Association. The new Memorandum and Articles of Association is based on a National Association for Voluntary and Community Action (NAVCA) model document, approved by the Charity Commission. Under the new Memorandum and Articles of Association, the objects of the charity Crawley Community Action are:

- to promote any charitable purposes for the benefit of the public, principally but not exclusively in the local government area of Crawley and its environs (hereinafter called "the area of benefit") and, in particular, build the capacity of the 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 new governing document re-defined membership to include all charities, voluntary organisations and social enterprises accessing any support or service provided by Crawley Community Action, enabling them to have a say in the management and running of the organisation as a member. From April 2015 membership does not require payment of a subscription, and annual membership is by application form.

#### **Public Benefit statement**

The requirements for reporting public benefit in an annual report are that the report will contain:

- i) a report of those activities undertaken by a charity to further its charitable activities for the public benefit, and
- ii) a statement by the charity trustees that they have due regard to public benefit guidance published by the Charity Commission.

The guidance sets out two key principles which need to be met in order to show that an organisation's aims are for the public benefit;

- i) there must be an identifiable benefit or benefits, i.e. the "benefit" principle, and
- ii) the benefit must be to the public or a section of the public, the "public" principle.

# **CRAWLEY COMMUNITY ACTION**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

***FOR THE YEAR ENDED 31 MARCH 2025***

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### **Activities**

The trustees refer to the guidance in the Charity Commission's general guidance on Public Benefit when reviewing the aims and objectives of, and in planning, activities. The trustees endorse these key principles of public benefit, and reflect them into the aims and objectives of the activities they have set. Crawley Community Action typically delivers on these objectives through delivering on the National Association for Voluntary and Community Action (NAVCA) standards.

The nature of the activities carried out by Crawley Community Action are detailed in the narrative of Achievements and Performance in the year in the Trustees' Report, and in other literature and newspaper articles, and on Facebook, Twitter and the website. By means of these narratives and publicity, the trustees show that the activities undertaken by Crawley Community Action to further its charitable activities are, and are duly reported as being, for the public benefit.

### **Achievements and performance**

Over the past year Crawley Community Action (CCA) has continued to work hard to support both new and established community groups, charities, and social enterprises in Crawley. This support has taken place against the backdrop of the ongoing cost-of-living crisis and increasing pressures on the voluntary sector. Demand for Voluntary & Community Sector Organisation (VCSO) services remains high, while funding challenges persist. Our focus throughout has been to build the capacity and resilience of the sector to meet local needs effectively.

We supported over 100 community groups and initiatives through tailored advice, guidance, mentoring, and training. This included governance and operational support, alongside fundraising advice via 1:1 surgeries and events. We ran a number of funding events and helped groups secure nearly £70,000 of external funding to deliver vital community projects.

We deepened our role as a connector and convener in Crawley, working with our partners as part of the newly formed Crawley Integrated Community Team (ICT) leadership team, part of NHS Sussex care transformation programme. We chaired the Local Community Network (LCN), working with Crawley Borough Council and other partners to improve the experiences of residents living in Temporary Accommodation (TA). This work included hosting drop-in sessions for residents and working with the Council to create a guide for everyone living in TA.

We continued to manage The Orchard, Crawley's voluntary sector hub, which is home to 11 local voluntary & community organisations. Despite inflationary pressures and soaring utility costs, we kept the building fully operational and at capacity, ensuring community groups had access to affordable, good quality office and meeting space. We secured a significant government grant which enabled us to replace the windows, upgrade the heating system and install solar panels. These improvements were welcomed by people who use the Orchard and Crawley Borough Council.

We have continued to work closely with our partner Local Infrastructure Organisations as part of the West Sussex Links collaboration. With the support of West Sussex County Council we have been able to work in our respective districts as well as providing the opportunity for joined-up collaboration across the county.

Our volunteering programme – Crawley Volunteers – has continued to go from strength to strength, delivering improvement in the local volunteering landscape. During the year we support 52 organisations to promote 103 volunteer opportunities. We had 422 potential volunteers register and we had a further 70 register via other routes including referrals and placed 62 with local charities and community groups. We also provided 1:1 support to 192 individuals to help them overcome barriers to volunteering, the support offered included applications, visits to charities and guidance around roles that would help them develop particular skills.

We also launched the Crawley Volunteer Managers Forum to connect and upskill those working with volunteers, as well as a providing a training programme for volunteer's managers. We celebrated volunteering by hosting the Crawley Volunteers Awards for a second successful year.

Demand for Crawley Social Prescribing continued to grow this year. We received 886 referrals from a wide range of sources and supported over 678 people with social, emotional, and practical challenges affecting their health and wellbeing.

Among the diverse issues we addressed were long-term health conditions, loneliness, financial hardship, mental health difficulties, and housing insecurity. Our clients ranged in age from 19 to 101 years old.

# **CRAWLEY COMMUNITY ACTION**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

### ***FOR THE YEAR ENDED 31 MARCH 2025***

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In line with our funders' focus on reducing health inequalities, we prioritised support for individuals most at risk, including people from the most deprived 20% of the national population, as well as those from ethnic minority communities, LGBTQ+ people, people with learning disabilities, neurodivergent individuals, those with long-term health conditions, and groups experiencing social exclusion.

Of those who completed pre- and post-intervention wellbeing questionnaires, 85% reported an improvement in their wellbeing after working with the service. We also received a large amount of positive feedback from clients who felt the support had made a meaningful difference to their lives.

This year, we introduced several changes to broaden access to the service and reduce reliance on GP referrals. We launched a self-referral form on the CCA website and, by the final quarter of the reporting period, self-referrals made up 25% of all referrals received. We also expanded referral pathways to include local maternity services, staff at Crawley Jobcentre, housing support workers from Southdown Housing, CBC's Access Crawley team, a range of mental health services, Citizens Advice, Crawley Wellbeing, and several smaller community organisations.

Additionally, we formed new partnerships with Refugees Welcome Crawley and a local baby bank to provide practical support to families living in asylum seeker hotels.

The dedication, professionalism, and compassion of our small team has been central to the service's success, enabling us to offer person-centred, holistic support to people across Crawley during a time of growing need.

Looking Forward: The next year and beyond CCA remains focused on strengthening community action, health and wellbeing, and volunteering across Crawley. Our strategic priorities for the coming year include:

- Leading voluntary input as part of the development of Integrated Community Teams and continuing to play an active role in the Local Community Network.
- Exploring new opportunities for managing community assets, aiming to support the creation of sustainable and inclusive community spaces.

Acknowledgements We extend our sincere thanks to all our funders, partners, volunteers, and supporters. Your dedication and belief in our mission make our work possible. We look forward to building on our successes and continuing to support a strong, inclusive and resilient community in Crawley

1. Crawley Borough Council
2. The Longley Trust
3. The Ian Askew Charitable Trust
4. Diversity Resource International
5. The Chalk Cliff Trust
6. Groundwork UK
7. Ernest Kleinwort Charitable Trust
8. University of Sussex
9. NHS Sussex Integrated Care Board
10. Community Works
11. The National Lottery Community Fund
12. West Sussex County Council
13. Sussex Community Foundation

# CRAWLEY COMMUNITY ACTION

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### *FOR THE YEAR ENDED 31 MARCH 2025*

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**Addressing Common Referral Themes:** Since mental health, loneliness, and financial issues are common reasons for referrals, we will explore working with our partners to provide support programs to address these needs more comprehensively.

**Meeting local Needs:** Our work means we know about the needs of the local community, including needs that are not met by current services. We will work with others, including local community groups, to ensure that services are available that meet the needs of Crawley residents.

**Sustainability Planning:** We will ensure the long-term sustainability of our initiatives by developing strategic plans, securing funding sources, and cultivating leadership within the organisation and among community partners.

#### **Financial review**

Crawley Community Action embraced the new focus and strategic direction to maintain our core services delivery in the year. This was in line with the planning process developed in response to our client and funders needs.

Unrestricted Income funds in hand at the year-end were £449,713 (2024: £300,716).

Mindful of the obligation for the potential liability for the deficit on the pension scheme, certain sums had been set aside over many years. In the 2018 accounts, a transfer was made to formally set up a Designated Fund out of Unrestricted funds in hand to cover the potential additional amount of £65,000 estimated participating employer's debt on withdrawal liability for the portion of the pension fund deficit attributed to Crawley Community Action over and above that already provided in the accounts. In 2024, this was reduced to £20,000.

Restricted Income funds in hand at the year-end were £142,067 (2024: £146,77). See Note 18 to the accounts for Restricted Income funds tables and the Restricted Income funds operations.

All of the assets of the charity are used to carry out its objectives

#### **Reserves policy**

The trustees are dedicated to maintaining a strong financial foundation to support our mission and strategic goals. The charity has in its recent history experienced the sudden loss of funding and the huge challenges that causes. The trustees recognise that proper reserves management reflects good governance and sound financial stewardship, which are critical for the long-term success and sustainability of the charity.

The charity operates in an increasingly competitive funding landscape, with greater uncertainty than ever about future sources of income. Dependence on external funding sources can be risky, reserves help manage periods where grants or donations are lower than expected. This safeguards the organisation including its staff and volunteers and ensures that the charity can continue to meet the needs of its beneficiaries. The reserves policy is to hold adequate funds to ensure that the charity can continue its operations without disruption, even if there are short-term delays in funding or unexpected drops in donations.

The board of trustees will monitor the level of reserves regularly to ensure they remain within the target range and meet our operational needs. The reserves policy will be reviewed annually, or more frequently, if necessary, to respond to significant changes in our financial circumstances or operational environment. If reserves fall outside the target range, the trustees will develop a plan to restore reserves to the desired level. This may involve adjusting expenditure, reallocating funds, or implementing fundraising strategies.

The reserves policy will fund:

- The amount required to write down fixed assets to their realisable disposal value in the event they become redundant upon a forced closedown
- Support to employees in finding alternative employment
- Termination pay to employees under their notice and pay contract conditions
- Terminating service contracts, such as office rent and equipment
- Office closure costs, removals and document retention
- Participating employer's debt on withdrawal from pension scheme
- Contingency sum for outstanding liabilities
- Any reimbursement of funding as required by funders
- Legal and advisory costs on orderly withdrawal from activities
- Accountancy, audit, independent examination and other costs of winding up

# **CRAWLEY COMMUNITY ACTION**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

### ***FOR THE YEAR ENDED 31 MARCH 2025***

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The trustees have reviewed their reserves policy during the year and have decided to add 6 - 9 months of running costs of The Orchard to their policy. Therefore, the reserves policy has increased to between £281,250 - £343,750.

During the reporting period, the charity's reserves exceeded the level set in our policy due to prudent financial management, delayed project spend, and late-year funding. We have also intentionally built reserves in preparation for managing a new community building, which will require significant initial investment.

The trustees view this as a responsible step to support future growth and sustainability. The reserves policy will be reviewed in the coming year to ensure it remains aligned with our operational needs and strategic priorities.

The trustees may at any time create a reserve for any purpose contained in the Business Plan, or as required and approved by the funder, or close out a reserve when no longer required or appropriate. The trustees may create and maintain the reserves aggregated as a pool within general activity income funds, not necessarily wholly specific to general activity such that part may be related and applied in the event ultimately against any Restricted Income fund activity if or as required.

#### **Investment policy**

The policy is to place the investment of surplus funds in the bank deposit accounts with The Royal Bank of Scotland plc. The policy, in line with the bank changing the range of deposits accounts available, is to continue solely with the operation of a deposit for the portion of funds not envisioned to be needed to be drawn in the shorter term to be placed on deposit with a withdrawal notice period of ninety-five days.

#### **Major risks**

The trustees examine the major strategic, business and operational risks that the charity faces. The trustees confirm that systems are in place and monitored to mitigate those risks. These systems are subjected to regular review, including the updating of insurance cover, staff employment procedures, financial procedures and authorisation processes.

#### **Plans for future periods**

We end the year with the charity in a strong position to continue to build on the progress we have made. For over 60 years Crawley Community Action has been making a positive contribution to our community. We are pleased to remain in a strong position to be planning for our future and responding to the needs of our beneficiaries.

In the coming year we are looking forward to:

- Working with the National Lottery Reaching Communities Fund to develop our new volunteering programme 'Crawley Volunteers'.
- Developing new services at the Orchard to ensure that it is sustainable and that it continues to serve the needs of local voluntary and community sector.
- Working with our funders and partners in the NHS to continue to support clients through our successful Crawley Social Prescribing service.
- Providing the best possible support to local voluntary and community organisations with the support of our funders.

#### **Structure, governance and management**

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Susan Bloom (Chair) (Appointed 02/10/2013)  
Ashwin Soni (Finance Director) (Appointed 10/10/2019)  
Jeremy Yeats-Edwards (Vice-Chair) (Appointed 05/10/2009)  
Paul Castle (Company Secretary) (Appointed 03/10/2011)  
Dr Iyadh Daoud (Appointed 19/09/2003)  
Vivienne Gray (Appointed 02/10/2013)  
Marilyn Le Feuvre (Resigned 28/04/2024)  
David Murphy (Appointed 17/07/2002)  
Peter Mansfield-Clark (Resigned 28/04/2024)  
Catherine Mary Pedlow (Appointed 09/11/2023)  
Peter Stewart (Appointed 28/04/2024)

# CRAWLEY COMMUNITY ACTION

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2025**

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### *Recruitment and appointment of trustees*

The trustees are members of the charitable company. Under the Memorandum and Articles of Association the liability of the members is limited, undertaking to contribute to the assets of the charitable company in the event of a winding up, an amount not exceeding £1.

Trustees are elected by members of the charitable company at a General Meeting. Not less than three quarters of the board of trustees from time to time shall be, or be elected by, members of the charitable company, i.e. representing an organisation which is a member of the charitable company. The board of trustees may from time to time appoint any person to be a trustee to fill a casual vacancy to hold office until the next Annual General Meeting.

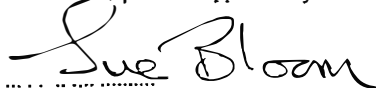
### *Organisational structure*

The trustees examine the major strategic, business and operational risks that the charity faces. The trustees confirm that systems are in place and monitored to mitigate those risks. These systems are subjected to regular review, including the updating of insurance cover, staff employment procedures, financial procedures and authorisation processes. The principal risks relate to keeping up-to-date with legislation and regulations, and to having robust IT systems and communication, adequate funding, good staffing, and other resources to enhance performance on projects to develop and sustain well-funded services.

### *Induction and training of trustees*

New trustees are given an induction pack which contains the Memorandum and Articles of the Association and a copy of the current policies and procedures. This pack is used alongside training given by the experienced members of the board and the Chief Executive.

The trustees' report was approved by the Board of Trustees.



Susan Bloom (Chair) (Appointed 02/10/2013)

Trustee

Date: 5/12/25

# CRAWLEY COMMUNITY ACTION

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF CRAWLEY COMMUNITY ACTION

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I report to the trustees on my examination of the financial statements of Crawley Community Action (the charitable company) for the year ended 31 March 2025.

#### **Responsibilities and basis of report**

As the trustees of the charitable company (and also its directors for the purposes of company law), you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006.

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

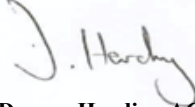
#### **Independent examiner's statement**

Since the charitable company's gross income exceeded £250,000, the independent examiner must be a member of a body listed in section 145 of the Charities Act 2011. I confirm that I am qualified to undertake the examination because I am a member of the 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 that in any material respect:

- 1 accounting records were not kept in respect of the charitable company as required by section 386 of the Companies Act 2006.
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the Companies Act 2006 other than any requirement that the financial statements give a true and fair view, which is not a matter considered as part of an independent examination; or
- 4 the financial statements 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 financial statements 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 financial statements to be reached.



**Darren Harding ACA FCCA DChA**

Richard Place Dobson Services Limited

Ground Floor

1-7 Station Road

Crawley

West Sussex

RH10 1HT

Dated: 05/12/2025

# CRAWLEY COMMUNITY ACTION

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 31 MARCH 2025**

| Current financial year                                      |       | Unrestricted<br>funds<br>general<br>2025<br>£ | Unrestricted<br>funds<br>designated<br>2025<br>£ | Restricted<br>funds<br>2025<br>£ | Total<br>2025<br>£ | Total<br>2024<br>£ |
|-------------------------------------------------------------|-------|-----------------------------------------------|--------------------------------------------------|----------------------------------|--------------------|--------------------|
|                                                             | Notes |                                               |                                                  |                                  |                    |                    |
| <b>Income from:</b>                                         |       |                                               |                                                  |                                  |                    |                    |
| Donations and legacies                                      | 3     | 1,565                                         | -                                                | 464,854                          | 466,419            | 379,686            |
| Charitable activities                                       | 4     | 177,640                                       | -                                                | -                                | 177,640            | 125,110            |
| Investments                                                 | 5     | 14,031                                        | -                                                | -                                | 14,031             | 10,797             |
| <b>Total income</b>                                         |       | 193,236                                       | -                                                | 464,854                          | 658,090            | 515,593            |
| <b>Expenditure on:</b>                                      |       |                                               |                                                  |                                  |                    |                    |
| Charitable activities                                       | 6     | 85,994                                        | -                                                | 426,070                          | 512,064            | 452,525            |
| <b>Total expenditure</b>                                    |       | 85,994                                        | -                                                | 426,070                          | 512,064            | 452,525            |
| <b>Net income</b>                                           |       | 107,242                                       | -                                                | 38,784                           | 146,026            | 63,068             |
| Transfers between funds                                     |       | 43,494                                        | -                                                | (43,494)                         | -                  | -                  |
| <b>Other recognised gains and losses:</b>                   |       |                                               |                                                  |                                  |                    |                    |
| Actuarial gains/(losses) on defined benefit pension schemes |       | (1,739)                                       | -                                                | -                                | (1,739)            | 1,142              |
| <b>Net movement in funds</b>                                | 8     | 148,997                                       | -                                                | (4,710)                          | 144,287            | 64,210             |
| <b>Reconciliation of funds:</b>                             |       |                                               |                                                  |                                  |                    |                    |
| Fund balances at 1 April 2024                               |       | 300,716                                       | 73,000                                           | 146,777                          | 520,493            | 456,283            |
| <b>Fund balances at 31 March 2025</b>                       |       | 449,713                                       | 73,000                                           | 142,067                          | 664,780            | 520,493            |

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

# CRAWLEY COMMUNITY ACTION

## STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 31 MARCH 2024**

| Prior financial year                               |       | Unrestricted<br>funds<br>general<br>2024<br>£ | Unrestricted<br>funds<br>designated<br>2024<br>£ | Restricted<br>funds<br>2024<br>£ | Total<br>2024<br>£ |
|----------------------------------------------------|-------|-----------------------------------------------|--------------------------------------------------|----------------------------------|--------------------|
|                                                    | Notes |                                               |                                                  |                                  |                    |
| <b>Income from:</b>                                |       |                                               |                                                  |                                  |                    |
| Donations and legacies                             | 3     | 28,492                                        | -                                                | 351,194                          | 379,686            |
| Charitable activities                              | 4     | 125,110                                       | -                                                | -                                | 125,110            |
| Investments                                        | 5     | 10,797                                        | -                                                | -                                | 10,797             |
| <b>Total income</b>                                |       | 164,399                                       | -                                                | 351,194                          | 515,593            |
| <b>Expenditure on:</b>                             |       |                                               |                                                  |                                  |                    |
| Charitable activities                              | 6     | 130,116                                       | -                                                | 322,409                          | 452,525            |
| <b>Total expenditure</b>                           |       | 130,116                                       | -                                                | 322,409                          | 452,525            |
| <b>Net income</b>                                  |       | 34,283                                        | -                                                | 28,785                           | 63,068             |
| <b>Other recognised gains and losses:</b>          |       |                                               |                                                  |                                  |                    |
| Actuarial gains on defined benefit pension schemes |       | 1,142                                         | -                                                | -                                | 1,142              |
| <b>Net movement in funds</b>                       | 8     | 35,425                                        | -                                                | 28,785                           | 64,210             |
| <b>Reconciliation of funds:</b>                    |       |                                               |                                                  |                                  |                    |
| Fund balances at 1 April 2023                      |       | 265,291                                       | 73,000                                           | 117,992                          | 456,283            |
| <b>Fund balances at 31 March 2024</b>              |       | 300,716                                       | 73,000                                           | 146,777                          | 520,493            |

# CRAWLEY COMMUNITY ACTION

## BALANCE SHEET

AS AT 31 MARCH 2025

|                                                       | Notes | 2025<br>£ | £       | 2024<br>£ | £       |
|-------------------------------------------------------|-------|-----------|---------|-----------|---------|
| <b>Fixed assets</b>                                   |       |           |         |           |         |
| Tangible assets                                       | 12    |           | 43,011  |           | -       |
| <b>Current assets</b>                                 |       |           |         |           |         |
| Debtors                                               | 13    | 24,254    |         | 23,699    |         |
| Cash at bank and in hand                              |       | 616,057   |         | 534,186   |         |
|                                                       |       | 640,311   |         | 557,885   |         |
| <b>Creditors: amounts falling due within one year</b> | 14    | (15,802)  |         | (36,391)  |         |
| <b>Net current assets</b>                             |       |           | 624,509 |           | 521,494 |
| <b>Total assets less current liabilities</b>          |       |           | 667,520 |           | 521,494 |
| <b>Provisions for liabilities</b>                     | 15    |           | (2,740) |           | (1,001) |
| <b>Net assets</b>                                     |       |           | 664,780 |           | 520,493 |
| <b>The funds of the charitable company</b>            |       |           |         |           |         |
| Restricted income funds                               | 18    | 142,067   |         | 146,777   |         |
| Unrestricted funds - general                          |       | 449,713   |         | 300,716   |         |
| Unrestricted funds - designated                       | 19    | 73,000    |         | 73,000    |         |
|                                                       |       | 664,780   |         | 520,493   |         |

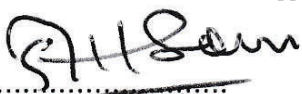
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2025.

The directors 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 members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the trustees on 05/12/2025.



Ashwin Soni (Finance Director) (Appointed 10/10/2019)  
Trustee



Paul Castle (Company Secretary) (Appointed 03/10/2011)  
Trustee

Company registration number 04488714 (England and Wales)

# CRAWLEY COMMUNITY ACTION

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 MARCH 2025

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#### 1 Accounting policies

##### Charity information

Crawley Community Action is a charitable company limited by guarantee incorporated in England and Wales. The registered office is The Orchard, 1-2 Gleneagles Court, Brighton Road, Crawley, West Sussex, RH10 6AD.

##### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charitable company's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charitable company is a Public Benefit Entity as defined by FRS 102.

The charitable company has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charitable company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

##### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charitable company has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

##### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The purpose and use of the designated fund is described and set out in the notes to the accounts.

Restricted Income funds are those which are to be used in accordance within the specific restrictions imposed by the grant providers, donors, or other income providers for particular purposes. The purpose and use of the Restricted Income funds is described and set out in the notes to the accounts.

##### 1.4 Income

Income is recognised when the charitable company is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Income from charitable activities includes income from grants and contract income, donations, management fees and other income generated to supplement funding towards providing core services, and includes premises management operation income of rent, service charges and other premises activity related income from the hire of the meeting rooms at The Orchard generated to provide services to tenants.

Investment income comprises interest earned on bank deposits.

##### 1.5 Expenditure

Liabilities and related expenditure are recognised in full in the accounts as soon as the obligation arises. All expenditure is accounted for on an accruals basis and includes attributable Value Added Tax (VAT) which cannot be recovered. Charitable activities are all the resources expended by the charitable company in undertaking its work to meet its charitable objectives.

# CRAWLEY COMMUNITY ACTION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2025

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#### 1 Accounting policies

(Continued)

##### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses. Fixed assets such as computer and office equipment are capitalised if the purchase cost exceeds £10,000.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

|                        |                        |
|------------------------|------------------------|
| Leasehold improvements | 15 years Straight line |
|------------------------|------------------------|

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

The purchase of minor items of computer and office equipment, and accounting software is not capitalised as tangible fixed assets but written off to the income and expenditure account in the year of purchase on the basis that they retain little value.

##### 1.7 Impairment of fixed assets

At each reporting end date, the charitable company reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

##### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks and other short-term liquid investments with original maturities of three months or less.

##### 1.9 Financial instruments

The charitable 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.

##### 1.10 Taxation

The charitable company is a registered charity, and is exempt from corporation tax on its income applied for charitable purposes.

##### 1.11 Provisions

Provisions are recognised when the charitable company has a legal or constructive present obligation as a result of a past event, it is probable that the charitable company will be required to settle that obligation and a reliable estimate can be made of the amount of the obligation.

The amount recognised as a provision is the best estimate of the consideration required to settle the present obligation at the reporting end date, taking into account the risks and uncertainties surrounding the obligation. Where the effect of the time value of money is material, the amount expected to be required to settle the obligation is recognised at present value. When a provision is measured at present value, the unwinding of the discount is recognised as a finance cost in net income/(expenditure) in the period in which it arises.

##### 1.12 Employee benefits

The costs of short-term employee benefits are recognised as a liability and an expense.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charitable company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

# CRAWLEY COMMUNITY ACTION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2025

#### 1 Accounting policies

(Continued)

##### 1.13 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

The scheme is a multi-employer scheme where the scheme is currently in deficit, and since the charitable company has agreed to a deficit funding arrangement, the charitable company recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. Further details are given in the notes to the accounts.

##### 1.14 Debtors

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

##### 1.15 Creditors

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

#### 2 Critical accounting estimates and judgements

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

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

##### Deferred income

Grant or contract income is deferred where the income is in respect of a future accounting period.

##### Pension liability

A provision is made for a potential pension funding shortfall in the accounts. The provision is based on an estimated shortfall figure provided by the scheme actuary.

#### 3 Donations

|                                                              | Unrestricted<br>funds<br>general<br>2025<br>£ | Restricted<br>funds<br>2025<br>£ | Total<br>2025<br>£ | Unrestricted<br>funds<br>general<br>2024<br>£ | Restricted<br>funds<br>2024<br>£ | Total<br>2024<br>£ |
|--------------------------------------------------------------|-----------------------------------------------|----------------------------------|--------------------|-----------------------------------------------|----------------------------------|--------------------|
| Donations                                                    | 1,398                                         | 1,500                            | 2,898              | 3,492                                         | -                                | 3,492              |
| Grants and contract income<br>receivable for core activities | 167                                           | 463,354                          | 463,521            | 25,000                                        | 351,194                          | 376,194            |
|                                                              | <u>1,565</u>                                  | <u>464,854</u>                   | <u>466,419</u>     | <u>28,492</u>                                 | <u>351,194</u>                   | <u>379,686</u>     |

# CRAWLEY COMMUNITY ACTION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2025**

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### 4 Income from charitable activities

|                                                      | Unrestricted<br>funds<br>2025<br>£ | Unrestricted<br>funds<br>2024<br>£ |
|------------------------------------------------------|------------------------------------|------------------------------------|
| <b>Provision of Crawley Community Action support</b> |                                    |                                    |
| Charitable room hire & Service charge                | 105,785                            | 76,217                             |
| Charitable rental income                             | 61,400                             | 44,849                             |
| Other income                                         | 10,455                             | 4,044                              |
|                                                      | <u>177,640</u>                     | <u>125,110</u>                     |

### 5 Income from investments

|                     | Unrestricted<br>funds<br>2025<br>£ | Unrestricted<br>funds<br>2024<br>£ |
|---------------------|------------------------------------|------------------------------------|
| Interest receivable | <u>14,031</u>                      | <u>10,797</u>                      |

# CRAWLEY COMMUNITY ACTION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2025**

### 6 Expenditure on charitable activities

|                                                               | <b>Provision of<br/>Crawley<br/>Community<br/>Action<br/>support<br/>2025<br/>£</b> | <b>Provision of<br/>Crawley<br/>Community<br/>Action<br/>support<br/>2024<br/>£</b> |
|---------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <b>Direct costs</b>                                           |                                                                                     |                                                                                     |
| Staff costs                                                   | 355,301                                                                             | 373,151                                                                             |
| Depreciation and impairment                                   | 483                                                                                 | -                                                                                   |
| Staff/Volunteer travelling                                    | 549                                                                                 | 542                                                                                 |
| Staff training                                                | 11,314                                                                              | 201                                                                                 |
| Fundraising costs                                             | 720                                                                                 | 3,100                                                                               |
| Project fees                                                  | 4,469                                                                               | 943                                                                                 |
| Marketing costs                                               | 3,000                                                                               | 1,550                                                                               |
|                                                               | <hr/>                                                                               | <hr/>                                                                               |
|                                                               | 375,836                                                                             | 379,487                                                                             |
| <br><b>Share of support and governance costs (see note 7)</b> |                                                                                     |                                                                                     |
| Support                                                       | 132,506                                                                             | 69,783                                                                              |
| Governance                                                    | 3,722                                                                               | 3,255                                                                               |
|                                                               | <hr/>                                                                               | <hr/>                                                                               |
|                                                               | 136,228                                                                             | 73,038                                                                              |
| <br><b>Analysis by fund</b>                                   |                                                                                     |                                                                                     |
| Unrestricted funds - general                                  | 85,994                                                                              | 130,116                                                                             |
| Restricted funds                                              | 426,070                                                                             | 322,409                                                                             |
|                                                               | <hr/>                                                                               | <hr/>                                                                               |
|                                                               | 512,064                                                                             | 452,525                                                                             |
|                                                               | <hr/>                                                                               | <hr/>                                                                               |

# CRAWLEY COMMUNITY ACTION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2025**

### 7 Support costs

|                                      | Support costs  | Governance costs | 2025           | Support costs | Governance costs | 2024          |
|--------------------------------------|----------------|------------------|----------------|---------------|------------------|---------------|
|                                      | £              | £                | £              | £             | £                | £             |
| Service and water charges            | 1,370          | -                | 1,370          | 1,204         | -                | 1,204         |
| Insurance                            | 5,892          | -                | 5,892          | 5,695         | -                | 5,695         |
| Light and heat                       | 15,876         | -                | 15,876         | 18,407        | -                | 18,407        |
| Maintenance and other premises costs | 79,922         | -                | 79,922         | 15,969        | -                | 15,969        |
| Office equipment                     | 7,323          | -                | 7,323          | 12,284        | -                | 12,284        |
| Printing, postage and stationery     | 1,973          | -                | 1,973          | 1,823         | -                | 1,823         |
| Telephone                            | 3,915          | -                | 3,915          | 6,456         | -                | 6,456         |
| Subscriptions                        | 1,382          | -                | 1,382          | 1,618         | -                | 1,618         |
| Consultancy fees and software        | 3,331          | -                | 3,331          | 2,034         | -                | 2,034         |
| General expenses                     | 4,440          | -                | 4,440          | 4,293         | -                | 4,293         |
| Bad debt expense                     | 7,082          | -                | 7,082          | -             | -                | -             |
| Independent examination fees         | -              | 3,410            | 3,410          | -             | 3,016            | 3,016         |
| Bank charges                         | -              | 312              | 312            | -             | 239              | 239           |
|                                      | <u>132,506</u> | <u>3,722</u>     | <u>136,228</u> | <u>69,783</u> | <u>3,255</u>     | <u>73,038</u> |
| Analysed between                     |                |                  |                |               |                  |               |
| Charitable activities                | <u>132,506</u> | <u>3,722</u>     | <u>136,228</u> | <u>69,783</u> | <u>3,255</u>     | <u>73,038</u> |

Governance costs includes payments to the Independent Examiner of £3,410 (2024- £3,016) for the independent examination.

### 8 Net movement in funds

**2025**  
**£**

**2024**  
**£**

The net movement in funds is stated after charging/(crediting):

|                                                                                    |              |              |
|------------------------------------------------------------------------------------|--------------|--------------|
| Fees payable for the independent examination of the charity's financial statements | 3,410        | 3,016        |
| Depreciation of owned tangible fixed assets                                        | 483          | -            |
|                                                                                    | <u>3,893</u> | <u>3,016</u> |

### 9 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charitable company during the year.

#### Trustees' expenses

There were a total of £181 expenses paid to a trustee for volunteer expenses in the year ended 31 March 2025 (2024 two trustee's: £135).

# CRAWLEY COMMUNITY ACTION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

### 10 Employees

The average monthly number of employees during the year was:

|                        | 2025<br>Number | 2024<br>Number |
|------------------------|----------------|----------------|
| Core service           | 3              | 3              |
| Premises management    | 2              | 2              |
| Social prescribing     | 4              | 4              |
| Crawley Volunteers     | 1              | 1              |
| Thriving Communities   | -              | 2              |
| Shared Prosperity Fund | -              | 1              |
| Total                  | 10             | 13             |

#### Employment costs

|                       | 2025<br>£ | 2024<br>£ |
|-----------------------|-----------|-----------|
| Wages and salaries    | 305,468   | 322,388   |
| Social security costs | 28,989    | 29,562    |
| Other pension costs   | 20,844    | 21,201    |
|                       | 355,301   | 373,151   |

There were no employees whose annual remuneration was more than £60,000.

#### Remuneration of key management personnel

The number of employees who are considered key management personnel is 5. Their remuneration was as follows:

|                        | 2025<br>£ | 2024<br>£ |
|------------------------|-----------|-----------|
| Aggregate compensation | 205,820   | 165,636   |

### 11 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

# CRAWLEY COMMUNITY ACTION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2025**

### 12 Tangible fixed assets

|                                    | Leasehold<br>improvements<br>£ |
|------------------------------------|--------------------------------|
| <b>Cost</b>                        |                                |
| Additions                          | 43,494                         |
| At 31 March 2025                   | 43,494                         |
| <b>Depreciation and impairment</b> |                                |
| Depreciation charged in the year   | 483                            |
| At 31 March 2025                   | 483                            |
| <b>Carrying amount</b>             |                                |
| At 31 March 2025                   | 43,011                         |

#### Restricted Fund – Energy Efficiency Grant

During the year, the charity received a restricted grant of £101,845 intended to greatly improve energy efficiency in the community hub. The trustees, in line with the fund's purpose, applied some of the grant towards the purchase and installation of solar panels to reduce future electricity expenditure. This expenditure has been capitalised as a tangible fixed asset under leasehold improvements. The trustees consider this use to be consistent with the fund's restriction, as it contributes to the charity's long-term energy efficiency and sustainability.

### 13 Debtors

|                                             | 2025<br>£ | 2024<br>£ |
|---------------------------------------------|-----------|-----------|
| <b>Amounts falling due within one year:</b> |           |           |
| Trade debtors                               | 18,841    | 22,004    |
| Other debtors                               | 4,522     | 142       |
| Prepayments and accrued income              | 891       | 1,553     |
|                                             | 24,254    | 23,699    |

### 14 Creditors: amounts falling due within one year

|                 | 2025<br>£ | 2024<br>£ |
|-----------------|-----------|-----------|
|                 | Notes     |           |
| Deferred income | 16        | 4,935     |
| Trade creditors |           | 1,107     |
| Other creditors |           | 2,866     |
| Accruals        |           | 6,894     |
|                 |           | 15,802    |
|                 |           | 36,391    |

# CRAWLEY COMMUNITY ACTION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2025

#### 15 Provisions for liabilities

|                   | 2024         | 2023         |
|-------------------|--------------|--------------|
|                   | £            | £            |
| Pension provision | 2,740        | 1,001        |
|                   | <u>2,740</u> | <u>1,001</u> |

#### Movements on provisions:

|                                        | Pension provision<br>£ |
|----------------------------------------|------------------------|
| At 1 April 2024                        | 1,001                  |
| Utilisation of provision               | (1,021)                |
| Unwinding of discount                  | 26                     |
| Adjustment for change in discount rate | 2,734                  |
|                                        | <u>2,740</u>           |
| At 31 March 2025                       | <u>2,740</u>           |

Eligible employees participate in a pension scheme. Crawley Community Action, the employer, contributes an additional amount to the employee's contribution deducted from monthly payroll to a pension scheme administered by The Pensions Trust. The employer's regular contribution is 6% of the employee's gross salary with the employee equally contributing 6% of gross salary. The scheme is a defined contribution scheme. The assets of the scheme are held separately from those of the organisation in an independently administered fund. The cost of providing pensions for the year ended 31 March 2025, including additional employer contributions of £1,021 (2024: £1,225) levied by the pension scheme administrator towards reducing the pension fund deficit, amounted to £20,844 (2024: £21,201) and is included within the charge for salaries.

The charitable company participates in the scheme, a multi-employer scheme which provides benefits to some 950 non-associated participating employers. The scheme is a defined benefit scheme in the UK. It is not possible for the charitable company to obtain sufficient information to enable it to account for the scheme as a defined benefit scheme. Therefore it accounts for the scheme as a defined contribution scheme.

The scheme is subject to the funding legislation outlined in the Pensions Act 2004 which came into force on 30 December 2005. This, together with documents issued by the Pensions Regulator and Technical Actuarial Standards issued by the Financial Reporting Council, set out the framework for funding defined benefit occupational pension schemes in the UK.

# CRAWLEY COMMUNITY ACTION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2025

(Continued)

#### 15 Provisions for liabilities

Following a change in legislation in 2005 there is a potential debt to the employer that could be levied by the Trustee of Growth Plan. The Trustee's current policy is that it only applies to employers with pre October 2001 liabilities in the Growth Plan. The debt is due in the event of the employer ceasing to participate in the Growth Plan or the Growth Plan winding up. The amount of the debt depends on many factors and can be volatile over time.

Crawley Community Action Ltd was notified in June 2024 by The Pension Trust of the estimated employer debt on withdrawal from the Growth Plan based on the financial positions of the Growth Plan at 30 September 2024. As of that date the estimated amount of employer debt on withdrawal liability for Crawley Community Action Ltd was calculated as £16,064.

The scheme is classified as a 'last-man standing arrangement'. Therefore the company is potentially liable for other participating employers' obligations if those employers are unable to meet their share of the scheme deficit following withdrawal from the scheme. Participating employers are legally required to meet their share of the scheme deficit on an annuity purchase basis on withdrawal from the scheme.

A full actuarial valuation for the scheme was carried out at 30 September 2023. This valuation showed assets of £514.9m, liabilities of £531.0m and a deficit of £16.1m. To eliminate this funding shortfall, the Trustee has asked the participating employers to pay additional contributions to the scheme as follows:

#### **Deficit contributions**

|                                     |                      |                   |
|-------------------------------------|----------------------|-------------------|
| From 1 April 2025 to 31 March 2028: | £2,100,000 per annum | (payable monthly) |
|-------------------------------------|----------------------|-------------------|

Unless a concession has been agreed with the Trustee the term to 31 March 2028 applies.

Note that the scheme's previous valuation was carried out with an effective date of 30 September 2020. This valuation showed assets of £800.3m, liabilities of £831.9m and a deficit of £31.6m. To eliminate this funding shortfall, the Trustee asked the participating employers to pay additional contributions to the scheme as follows:

#### **Deficit contributions**

|                                       |                      |                   |
|---------------------------------------|----------------------|-------------------|
| From 1 April 2022 to 31 January 2025: | £3,312,000 per annum | (payable monthly) |
|---------------------------------------|----------------------|-------------------|

The recovery plan contributions are allocated to each participating employer in line with their estimated share of the Series 1 and Series 2 scheme liabilities.

Where the scheme is in deficit and where the company has agreed to a deficit funding arrangement the company recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. The present value is calculated using the discount rate detailed in these disclosures. The unwinding of the discount rate is recognised as a finance cost.

# CRAWLEY COMMUNITY ACTION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2025

(Continued)

#### 15 Provisions for liabilities

##### PRESENT VALUES OF PROVISION

##### RECONCILIATION OF OPENING AND CLOSING PROVISIONS

|                                                          | Period Ending<br>31 March 2025<br>(£s) | Period Ending<br>31 March 2024<br>(£s) |
|----------------------------------------------------------|----------------------------------------|----------------------------------------|
| Provision at start of period                             | 1,001                                  | 2,143                                  |
| Unwinding of the discount factor (interest expense)      | 26                                     | 82                                     |
| Deficit contribution paid                                | (1,021)                                | (1,225)                                |
| Remeasurements - impact of any change in assumptions     | 17                                     | 1                                      |
| Remeasurements - amendments to the contribution schedule | 2,717                                  | -                                      |
| Provision at end of period                               | 2,740                                  | 1,001                                  |

##### INCOME AND EXPENDITURE IMPACT

|                                                          | Period Ending<br>31 March 2025<br>(£s) | Period Ending<br>31 March 2024<br>(£s) |
|----------------------------------------------------------|----------------------------------------|----------------------------------------|
| Interest expense                                         | 26                                     | 82                                     |
| Remeasurements – impact of any change in assumptions     | 17                                     | 1                                      |
| Remeasurements – amendments to the contribution schedule | 2,717                                  | -                                      |
| Contributions paid in respect of future service*         | *                                      | *                                      |
| Costs recognised in income and expenditure account       | *                                      | *                                      |

\*includes defined contribution schemes and future service contributions (i.e. excluding any deficit reduction payments) to defined benefit schemes which are treated as defined contribution schemes. To be completed by the company.

##### ASSUMPTIONS

|                  | 31 March 2025<br>% per annum | 31 March 2024<br>% per annum | 31 March 2023<br>% per annum |
|------------------|------------------------------|------------------------------|------------------------------|
| Rate of discount | 4.84                         | 5.31                         | 5.52                         |

The discount rates shown above are the equivalent single discount rates which, when used to discount the future recovery plan contributions due, would give the same results as using a full AA corporate bond yield curve to discount the same recovery plan contributions.

The following schedule details the deficit contributions agreed between the company and the scheme at each year end period:

##### DEFICIT CONTRIBUTIONS SCHEDULE

| Year ending | 31 March 2025<br>(£s) | 31 March 2024<br>(£s) | 31 March 2023<br>(£s) |
|-------------|-----------------------|-----------------------|-----------------------|
| Year 1      | 978                   | 1,021                 | 1,225                 |
| Year 2      | 978                   | -                     | 1,021                 |
| Year 3      | 978                   | -                     | -                     |
| Year 4      | -                     | -                     | -                     |

# CRAWLEY COMMUNITY ACTION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2025

(Continued)

#### 15 Provisions for liabilities

The company must recognise a liability measured as the present value of the contributions payable that arise from the deficit recovery agreement and the resulting expense in the income and expenditure account i.e. the unwinding of the discount rate as a finance cost in the period in which it arises.

It is these contributions that have been used to derive the company's balance sheet liability.

#### 16 Deferred income

|                                     | 2025<br>£ | 2024<br>£ |
|-------------------------------------|-----------|-----------|
| Arising from Deferred income        | 4,935     | 1,021     |
|                                     |           |           |
|                                     | 2025<br>£ | 2024<br>£ |
| Deferred income is included within: |           |           |
| Current liabilities                 | 4,935     | 1,021     |
|                                     |           |           |
| Movements in the year:              |           |           |
| Deferred income at 1 April 2024     | 1,021     | -         |
| Released from previous periods      | (1,021)   | -         |
| Resources deferred in the year      | 4,935     | 1,021     |
|                                     |           |           |
| Deferred income at 31 March 2025    | 4,935     | 1,021     |

#### 17 Retirement benefit schemes

|                                                                     | 2025<br>£ | 2024<br>£ |
|---------------------------------------------------------------------|-----------|-----------|
| <b>Defined contribution schemes</b>                                 |           |           |
| Charge to profit or loss in respect of defined contribution schemes | 20,844    | 21,201    |

The charitable company operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charitable company in an independently administered fund.

# CRAWLEY COMMUNITY ACTION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2025

#### 18 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

|                            | At 1 April 2024        | Incoming resources        | Resources expended        | Transfers        | At 31 March 2025        |
|----------------------------|------------------------|---------------------------|---------------------------|------------------|-------------------------|
|                            | £                      | £                         | £                         | £                | £                       |
| Social Prescribing         | 32,927                 | 151,976                   | (184,903)                 | -                | -                       |
| Thriving Communities       | 44,181                 | -                         | (44,181)                  | -                | -                       |
| Crawley Volunteers         | 34,901                 | 61,354                    | (64,923)                  | -                | 31,332                  |
| Living Healthier Lives     | 14,352                 | -                         | (14,352)                  | -                | -                       |
| Crawley Active             | 4,700                  | -                         | (4,700)                   | -                | -                       |
| Group Development          | 3,571                  | 21,516                    | (12,793)                  | -                | 12,294                  |
| Shared Prosperity          | 10,000                 | -                         | (10,000)                  | -                | -                       |
| Community Research Project | 2,145                  | 6,803                     | (1,289)                   | -                | 7,659                   |
| Community Gardens          | -                      | 10,500                    | -                         | -                | 10,500                  |
| WS Links                   | -                      | 28,100                    | (28,100)                  | -                | -                       |
| Chagossian Support Fund    | -                      | 78,340                    | (158)                     | -                | 78,182                  |
| Energy Efficiency Grant    | -                      | 106,265                   | (60,671)                  | (43,494)         | 2,100                   |
|                            | <u>146,777</u>         | <u>464,854</u>            | <u>(426,070)</u>          | <u>(43,494)</u>  | <u>142,067</u>          |
| <b>Previous year:</b>      | <b>At 1 April 2023</b> | <b>Incoming resources</b> | <b>Resources expended</b> | <b>Transfers</b> | <b>At 31 March 2024</b> |
|                            | £                      | £                         | £                         | £                | £                       |
| Social Prescribing         | 35,986                 | 177,904                   | (180,963)                 | -                | 32,927                  |
| Thriving Communities       | 30,055                 | 50,000                    | (35,874)                  | -                | 44,181                  |
| Crawley Volunteers         | 20,682                 | 61,354                    | (47,135)                  | -                | 34,901                  |
| Living Healthier Lives     | 26,569                 | 18,856                    | (31,073)                  | -                | 14,352                  |
| Crawley Active             | 4,700                  | -                         | -                         | -                | 4,700                   |
| Group Development          | -                      | 27,155                    | (23,584)                  | -                | 3,571                   |
| Shared Prosperity          | -                      | 10,000                    | -                         | -                | 10,000                  |
| Community Research Project | -                      | 3,500                     | (1,355)                   | -                | 2,145                   |
| Ukraine Project            | -                      | 2,425                     | (2,425)                   | -                | -                       |
|                            | <u>117,992</u>         | <u>351,194</u>            | <u>(322,409)</u>          | <u>-</u>         | <u>146,777</u>          |

# CRAWLEY COMMUNITY ACTION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2025**

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### 18 Restricted funds

(Continued)

#### **Social Prescribing**

The service is funded by NHS Sussex and involves us providing social prescribing services to their patients. This includes working with local GP surgeries and midwifery services. We also accept referrals from other professionals and self-referrals from people living in the area.

#### **Crawley Volunteers**

This service is funded by The National Lottery and involves us providing a range of volunteering services. This includes supporting more local people to volunteer, assisting charities to fund the volunteers they need, and providing best-practice advice to groups about volunteering.

#### **Group Development**

This service provides capacity building support to local voluntary & community organisations. We support new and established groups, helping them to achieve their objectives by providing advice, guidance and training.

#### **Community Research Project**

We are part of the Sussex Research Engagement Network (REN) which is a partnership between universities, voluntary organisations and the health service. We are part of research work that harnesses the power of using community members to undertake pieces of research.

#### **Community Gardens**

With financial support from Crawley Borough Council we have created a community garden for local residents. The garden acts as a focal point for community activity, where volunteers can work together to create an enjoyable and inclusive outdoor space.

#### **WS Links**

We are a member of West Sussex Links, which is a collaboration between the infrastructure charities in West Sussex. With funding support from West Sussex County Council we undertake work to support and represent the voluntary & community sector in Crawley.

#### **Chagossian Support fund**

With funding support from the Sussex Community Foundation, we provide support to the local Chagossian community in Crawley. Our Chagossian Community Organiser arranges events, links the community to local services, and ensures the needs of the community are understood by local service providers.

#### **Energy Efficiency grant**

This was a one off grant from Groundworks to make energy efficiency improvements to the Orchard. We were hugely pleased to upgrade the windows, install a new boiler, insulate the building, and install solar panels. This work will provide an on going benefit by reducing our energy consumption and making the building more comfortable for all who use us.

# CRAWLEY COMMUNITY ACTION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

### 19 Unrestricted funds - designated

These are unrestricted funds which are material to the charitable company's activities.

|                             | At 1 April 2024        | Transfers        | At 31 March 2025        |
|-----------------------------|------------------------|------------------|-------------------------|
|                             | £                      | £                | £                       |
| Redundancy provision        | 8,000                  | -                | 8,000                   |
| Pension liability provision | 20,000                 | -                | 20,000                  |
| Building costs provision    | 45,000                 | -                | 45,000                  |
|                             | <u>73,000</u>          | <u>-</u>         | <u>73,000</u>           |
|                             | <u><u>73,000</u></u>   | <u><u>-</u></u>  | <u><u>73,000</u></u>    |
| <b>Previous year:</b>       | <b>At 1 April 2023</b> | <b>Transfers</b> | <b>At 31 March 2024</b> |
|                             | £                      | £                | £                       |
| Redundancy provision        | 8,000                  | -                | 8,000                   |
| Pension liability provision | 65,000                 | (45,000)         | 20,000                  |
| Building costs provision    | -                      | 45,000           | 45,000                  |
|                             | <u>73,000</u>          | <u>-</u>         | <u>73,000</u>           |
|                             | <u><u>73,000</u></u>   | <u><u>-</u></u>  | <u><u>73,000</u></u>    |

The redundancy provision is the amount set aside by the trustees to establish a fund for future redundancy costs.

The pension liability provision is the amount set aside by the trustees to establish a fund to cover the potential additional amount of estimated participating employer's debt on withdrawal liability for the portion of the pension fund deficit attributed to Crawley Community Action over and above that already provided in the accounts.

The building costs provision has been set aside by the trustees to cover any urgent building repair costs should they arise.

### 20 Analysis of net assets between funds

|                              | Unrestricted funds general 2025 | Unrestricted funds designated 2025 | Restricted funds 2025 | Total 2025            |
|------------------------------|---------------------------------|------------------------------------|-----------------------|-----------------------|
|                              | £                               | £                                  | £                     | £                     |
| <b>At 31 March 2025:</b>     |                                 |                                    |                       |                       |
| Tangible assets              | 43,011                          | -                                  | -                     | 43,011                |
| Current assets/(liabilities) | 409,442                         | 73,000                             | 142,067               | 624,509               |
| Provisions                   | (2,740)                         | -                                  | -                     | (2,740)               |
|                              | <u>449,713</u>                  | <u>73,000</u>                      | <u>142,067</u>        | <u>664,780</u>        |
|                              | <u><u>449,713</u></u>           | <u><u>73,000</u></u>               | <u><u>142,067</u></u> | <u><u>664,780</u></u> |

# CRAWLEY COMMUNITY ACTION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2025**

### 20 Analysis of net assets between funds

(Continued)

|                              | Unrestricted<br>funds<br>general<br>2024<br>£ | Unrestricted<br>funds<br>designated<br>2024<br>£ | Restricted<br>funds<br>2024<br>£ | Total<br>2024<br>£ |
|------------------------------|-----------------------------------------------|--------------------------------------------------|----------------------------------|--------------------|
| <b>At 31 March 2024:</b>     |                                               |                                                  |                                  |                    |
| Current assets/(liabilities) | 301,717                                       | 73,000                                           | 146,777                          | 521,494            |
| Provisions                   | (1,001)                                       | -                                                | -                                | (1,001)            |
|                              | <u>300,716</u>                                | <u>73,000</u>                                    | <u>146,777</u>                   | <u>520,493</u>     |

### 21 Related party transactions

There were no disclosable related party transactions during the year (2024 - none).

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# Accounts

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**Charity registration number 1094699**

**Company registration number 04488714 (England and Wales)**

**CRAWLEY COMMUNITY ACTION LTD**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2024**

# CRAWLEY COMMUNITY ACTION LTD

## LEGAL AND ADMINISTRATIVE INFORMATION

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|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Trustees</b>             | Susan Bloom (Chair) (Appointed 02/10/2013)<br>Ashwin Soni (Finance Director) (Appointed 10/10/2019)<br>Jeremy Yeats-Edwards (Vice-Chair) (Appointed 05/10/2009)<br>Paul Castle (Company Secretary) (Appointed 03/10/2011)<br>Dr Iyadh Daoud (Appointed 19/09/2003)<br>Vivienne Gray (Appointed 02/10/2013)<br>Marilyn Mansfield-Clark (Appointed 10/10/2018)<br>David Murphy (Appointed 17/07/2002)<br>Peter Mansfield-Clark (Appointed 20/01/2022)<br>Catherine Mary Pedlow (Appointed 09/11/2023) |
| <b>Chief Executive</b>      | Toby Shaw (Appointed 01/04/2022)                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Secretary</b>            | Paul Castle                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Charity number</b>       | 1094699                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Company number</b>       | 04488714                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Registered office</b>    | The Orchard<br>1-2 Gleneagles Court<br>Brighton Road<br>Crawley<br>West Sussex<br>RH10 6AD                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Independent examiner</b> | Darren Harding ACA FCCA DChA<br>Richard Place Dobson Services Limited<br>1-7 Station Road<br>Crawley<br>West Sussex<br>RH10 1HT                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Bankers</b>              | Royal Bank of Scotland<br>Drummond House (F) Branch<br>Customer Service Centre<br>1 Redheughs Avenue<br>Edinburgh<br>EH12 9JN                                                                                                                                                                                                                                                                                                                                                                       |

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# CRAWLEY COMMUNITY ACTION LTD

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| Statement of financial activities | 8 - 9       |
| Balance sheet                     | 10          |
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# **CRAWLEY COMMUNITY ACTION LTD**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)**

***FOR THE YEAR ENDED 31 MARCH 2024***

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### **Trustees Report and Accounts**

The trustees present their annual report and financial statements for the year ended 31 March 2024.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charitable company's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

After obtaining the approval of the Charity Commission, the business, assets and funds of the charity, Crawley Council for Voluntary Service registered with the Charity Commission (number 227757), were transferred to a company limited by guarantee with the same name (now Crawley Community Action Ltd). The charitable company was incorporated on 17 July 2002 with registered number 4488714, and was registered on 21 November 2002 with Charity Commission number 1094699.

### **Objectives and activities**

At the Special General Meeting held on 9 March 2015, the members adopted a new governing document in the form of a new Memorandum and Articles of Association. The new Memorandum and Articles of Association is based on a National Association for Voluntary and Community Action (NAVCA) model document, approved by the Charity Commission. Under the new Memorandum and Articles of Association, the objects of the charity Crawley Community Action are:

- to promote any charitable purposes for the benefit of the public, principally but not exclusively in the local government area of Crawley and its environs (hereinafter called "the area of benefit") and, in particular, build the capacity of the 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 new governing document re-defined membership to include all charities, voluntary organisations and social enterprises accessing any support or service provided by Crawley Community Action, enabling them to have a say in the management and running of the organisation as a member. From April 2015 membership does not require payment of a subscription, and annual membership is by application form.

### **Public Benefit statement**

The requirements for reporting public benefit in an annual report are that the report will contain:

- i) a report of those activities undertaken by a charity to further its charitable activities for the public benefit, and
- ii) a statement by the charity trustees that they have due regard to public benefit guidance published by the Charity Commission.

The guidance sets out two key principles which need to be met in order to show that an organisation's aims are for the public benefit;

- i) there must be an identifiable benefit or benefits, i.e. the "benefit" principle, and
- ii) the benefit must be to the public or a section of the public, the "public" principle.

# CRAWLEY COMMUNITY ACTION LTD

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

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### Activities

The trustees refer to the guidance in the Charity Commission's general guidance on Public Benefit when reviewing the aims and objectives of, and in planning, activities. The trustees endorse these key principles of public benefit, and reflect them into the aims and objectives of the activities they have set. Crawley Community Action typically delivers on these objectives through delivering on the National Association for Voluntary and Community Action (NAVCA) standards.

The nature of the activities carried out by Crawley Community Action are detailed in the narrative of Achievements and Performance in the year in the Trustees' Report, and in other literature and newspaper articles, and on Facebook, Twitter and the website. By means of these narratives and publicity, the trustees show that the activities undertaken by Crawley Community Action to further its charitable activities are, and are duly reported as being, for the public benefit.

### Achievements and performance

#### Crawley Volunteers

Volunteers are at the heart of community activity in Crawley. During the year our Crawley Volunteers project, which is supported by the National Lottery Reaching Communities Programme, went from strength to strength. We registered 354 people with our volunteering brokerage service and provided them with information about volunteering opportunities. We were able to refer 284 of these people to local organisations looking for volunteers who matched their profile. We recorded placing 84 volunteers directly into volunteering placements. We also worked with local businesses, helping their staff members to volunteer and give something back to the local community.

We know that volunteering plays a really important role in creating strong and prosperous communities. Often people are motivated to give their time to local good causes, but we also know that volunteering can be transformational for the people who do it. The main reasons people come to us to volunteer are 'to give back to their community' (50%) and to 'gain new skills' (39%). We have seen some inspiring examples where our support with volunteering has improved people's health and wellbeing, connected them to a supportive community, and provided a stepping stone into paid employment. During the year we worked with 88 organisations who were looking to recruit volunteers, including 30 groups that we had not previously supported and we promoted 103 different roles on their behalf.

As well as supporting individual volunteers, we have also been supporting local groups and charities. We created the Crawley Volunteer Managers Forum to share best practice and advice. This has included sessions on volunteer recruitment and working with young volunteers, with more sessions planned for the coming year. We have been working with the forum to create a 'vision for volunteering' in Crawley as well as developing handbooks on topics including 'Volunteering and Young People' and 'Volunteering and Asylum Seekers'. In addition to all this, we provided 33 hours of 1:1 support for individuals who needed additional help with finding a volunteering role and worked with local companies to provide 25 hours of one-off volunteering to charities and groups based in Crawley.

#### Crawley Social Prescribing

This year our social prescribing service received 846 referrals. Most of our referrals still come from the local GP Practices with whom we work. But we are seeing an increase in the number of our referrals that come from alternative sources. Social services, local midwives, community organisations (including those we have developed our relationships with through our work on health inequalities), and people themselves all regularly contact us requesting support.

We provided social prescribing support to 581 clients this year. For each client we create a personalised plan answering the question 'what matters most to you?'. We then work with them for 3-6 months to help them move toward their goals and overcome any barriers in their way. We also connect people with the local services, activities and organisations that can play a part in this too. The average number of interactions we had with our clients over the course of an intervention this year was 8.

Every person's case is different and that means we support people with a great range of social needs. We track the broad themes of why people seek our support. This year the most common reasons people were referred to us were:

- Mental Health (18.8%)
- Loneliness (10.7%)
- Financial issues (9.5%)
- Lifestyle / behaviour change (9.4%)

# CRAWLEY COMMUNITY ACTION LTD

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) *FOR THE YEAR ENDED 31 MARCH 2024*

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Our social prescribing team is settled and well balanced, and has a great mix of skills and experience. They deliver a high-quality service and this is reflected in the positive client outcomes we see measured by the wellbeing outcome tool we use. 88% of discharged clients who completed both a pre and post intervention wellbeing assessment reported an overall increase in their wellbeing over the period they worked with us. The average percentage increase in wellbeing amongst these people was 20%.

Whilst our social prescribing support is available to all adult residents of Crawley, 47% of all referrals received this year were for people living in the most deprived neighbourhoods (Indices of Multiple Deprivation (IMD) 1 – 4).

### The South East Thriving Communities Programme

During the year we completed work on The Thriving Communities Programme, which we had delivered in the South East region in partnership with the National Academy of Social Prescribing (NASP). Thriving Communities was the national support programme initiated by NASP in response to the impact and challenges caused by the COVID-19 pandemic. Its aim was to help voluntary, community, faith and social enterprise organisations share learning, ideas and best practice. By developing partnerships and fostering new connections the work created stronger links between organisations in the voluntary and community sector, helping social prescribing to take root and communities to thrive.

### Supporting Community Groups and Broader Community Action

During the year we actively supported an average of 14 community groups each month. We provided community group leaders with 132 support sessions during the year. We helped all these groups to be more effective and efficient by providing specialist advice and guidance. This included 100 sessions helping groups with best practice, governance, and policies. We also provided 85 support interventions to community groups on fundraising and reviewing funding bids. With our support the groups we supported with their fundraising received £85,000 of external funding.

We continued to run the Orchard, which is a dedicated community building exclusively for charities and community groups. The building is owned by Crawley Borough Council but operated and managed by Crawley Community Action in the best interests of the local voluntary and community sector. There are 12 charities based in the building and The Orchard serves as a vital hub, offering assistance to many thousand people with a wide range of needs (homelessness, families in crisis, mental health, learning disabilities, asylum seekers, survivors of domestic violence, and children dealing with trauma and anxiety).

### Our plans for the coming year

Crawley Community Action has been busy making significant strides in fostering community engagement and support within Crawley. Building on the accomplishments and activities we have achieved during the year; we are planning the following initiatives for the coming year:

**Expand Volunteer Reach:** We have made great progress in engaging volunteers, but there may still be segments of the community that are untapped. We intend to develop outreach strategies to target demographics that are underrepresented in volunteering, such as young people, retirees, or specific cultural groups.

**Diversify Volunteer Opportunities:** We will continue to work with local organisations to develop a wide range of volunteer roles that cater to different interests, skills, and availability. This could include short-term, project-based opportunities as well as longer-term commitments.

**Enhance Volunteer Training and Support:** Provide comprehensive training and ongoing support for volunteers and volunteer managers to ensure they feel equipped and empowered in their roles. This will involve workshops on volunteer management, communication skills, and diversity training.

**Strengthen Partnerships:** We will build on existing partnerships and forge new collaborations with local businesses, schools, government agencies, and other community stakeholders. These partnerships will help expand resources, reach, and impact.

**Social Prescribing Expansion:** Given the success of the social prescribing service, we will aim to expand its reach to serve more individuals in need within Crawley. This could involve outreach to alternative referral sources, such as local authorities, housing providers, and a range of NHS services.

# CRAWLEY COMMUNITY ACTION LTD

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

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**Addressing Common Referral Themes:** Since mental health, loneliness, and financial issues are common reasons for referrals, we will explore working with our partners to provide support programs to address these needs more comprehensively.

**Meeting local Needs:** Our work means we know about the needs of the local community, including needs that are not met by current services. We will work with others, including local community groups, to ensure that services are available that meet the needs of Crawley residents.

**Sustainability Planning:** We will ensure the long-term sustainability of our initiatives by developing strategic plans, securing funding sources, and cultivating leadership within the organisation and among community partners.

#### Financial review

Crawley Community Action embraced the new focus and strategic direction to maintain our core services delivery in the year. This was in line with the planning process developed in response to our client and funders needs.

Unrestricted Income funds in hand at the year-end were £300,716 (2023: £265,291).

Mindful of the obligation for the potential liability for the deficit on the pension scheme, certain sums had been set aside over many years. In the 2018 accounts, a transfer was made to formally set up a Designated Fund out of Unrestricted funds in hand to cover the potential additional amount of £65,000 estimated participating employer's debt on withdrawal liability for the portion of the pension fund deficit attributed to Crawley Community Action over and above that already provided in the accounts. In 2024, this has been reduced to £20,000.

Restricted Income funds in hand at the year-end were £146,777 (2023: £117,992). See Note 18 to the accounts for Restricted Income funds tables and the Restricted Income funds operations.

All of the assets of the charity are used to carry out its objectives

#### Reserves policy

The trustees are dedicated to maintaining a strong financial foundation to support our mission and strategic goals. The charity has in its recent history experienced the sudden loss of funding and the huge challenges that causes. The trustees recognise that proper reserves management reflects good governance and sound financial stewardship, which are critical for the long-term success and sustainability of the charity.

The charity operates in an increasingly competitive funding landscape, with greater uncertainty than ever about future sources of income. Dependence on external funding sources can be risky, reserves help manage periods where grants or donations are lower than expected. This safeguards the organisation including its staff and volunteers and ensures that the charity can continue to meet the needs of its beneficiaries. The reserves policy is to hold adequate funds to ensure that the charity can continue its operations without disruption, even if there are short-term delays in funding or unexpected drops in donations.

The board of trustees will monitor the level of reserves regularly to ensure they remain within the target range and meet our operational needs. The reserves policy will be reviewed annually, or more frequently, if necessary, to respond to significant changes in our financial circumstances or operational environment. If reserves fall outside the target range, the trustees will develop a plan to restore reserves to the desired level. This may involve adjusting expenditure, reallocating funds, or implementing fundraising strategies.

The reserves policy will fund:

- The amount required to write down fixed assets to their realisable disposal value in the event they become redundant upon a forced closedown
- Support to employees in finding alternative employment
- Termination pay to employees under their notice and pay contract conditions
- Terminating service contracts, such as office rent and equipment
- Office closure costs, removals and document retention
- Participating employer's debt on withdrawal from pension scheme
- Contingency sum for outstanding liabilities
- Any reimbursement of funding as required by funders
- Legal and advisory costs on orderly withdrawal from activities
- Accountancy, audit, independent examination and other costs of winding up

# CRAWLEY COMMUNITY ACTION LTD

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

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The trustees have reviewed their reserves policy during the year and have decided to add 6 - 9 months of running costs of The Orchard to their policy. Therefore, the reserves policy has increased to between £281,250 - £343,750.

The trustees may at any time create a reserve for any purpose contained in the Business Plan, or as required and approved by the funder, or close out a reserve when no longer required or appropriate. The trustees may create and maintain the reserves aggregated as a pool within general activity income funds, not necessarily wholly specific to general activity such that part may be related and applied in the event ultimately against any Restricted Income fund activity if or as required.

#### Investment policy

The policy is to place the investment of surplus funds in the bank deposit accounts with The Royal Bank of Scotland plc. The policy, in line with the bank changing the range of deposits accounts available, is to continue solely with the operation of a deposit for the portion of funds not envisioned to be needed to be drawn in the shorter term to be placed on deposit with a withdrawal notice period of ninety-five days.

#### Major risks

The trustees examine the major strategic, business and operational risks that the charity faces. The trustees confirm that systems are in place and monitored to mitigate those risks. These systems are subjected to regular review, including the updating of insurance cover, staff employment procedures, financial procedures and authorisation processes.

#### Plans for future periods

We end the year with the charity in a strong position to continue to build on the progress we have made. For over 60 years Crawley Community Action has been making a positive contribution to our community. We are pleased to remain in a strong position to be planning for our future and responding to the needs of our beneficiaries.

In the coming year we are looking forward to:

- Working with the National Lottery Reaching Communities Fund to develop our new volunteering programme 'Crawley Volunteers'.
- Developing new services at the Orchard to ensure that it is sustainable and that it continues to serve the needs of local voluntary and community sector.
- Working with our funders and partners in the NHS to continue to support clients through our successful Crawley Social Prescribing service.
- Providing the best possible support to local voluntary and community organisations with the support of our funders.

#### Structure, governance and management

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Susan Bloom (Chair) (Appointed 02/10/2013)

Ashwin Soni (Finance Director) (Appointed 10/10/2019)

Jeremy Yeats-Edwards (Vice-Chair) (Appointed 05/10/2009)

Paul Castle (Company Secretary) (Appointed 03/10/2011)

Dr Iyadh Daoud (Appointed 19/09/2003)

Vivienne Gray (Appointed 02/10/2013)

Marilyn Mansfield-Clark (Appointed 10/10/2018)

David Murphy (Appointed 17/07/2002)

Peter Mansfield-Clark (Appointed 20/01/2022)

Catherine Mary Pedlow (Appointed 09/11/2023)

# CRAWLEY COMMUNITY ACTION LTD

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

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### *Recruitment and appointment of trustees*

The trustees are members of the charitable company. Under the Memorandum and Articles of Association the liability of the members is limited, undertaking to contribute to the assets of the charitable company in the event of a winding up, an amount not exceeding £1.

Trustees are elected by members of the charitable company at a General Meeting. Not less than three quarters of the board of trustees from time to time shall be, or be elected by, members of the charitable company, i.e. representing an organisation which is a member of the charitable company. The board of trustees may from time to time appoint any person to be a trustee to fill a casual vacancy to hold office until the next Annual General Meeting.

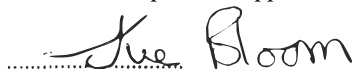
### *Organisational structure*

The trustees examine the major strategic, business and operational risks that the charity faces. The trustees confirm that systems are in place and monitored to mitigate those risks. These systems are subjected to regular review, including the updating of insurance cover, staff employment procedures, financial procedures and authorisation processes. The principal risks relate to keeping up-to-date with legislation and regulations, and to having robust IT systems and communication, adequate funding, good staffing, and other resources to enhance performance on projects to develop and sustain well-funded services.

### *Induction and training of trustees*

New trustees are given an induction pack which contains the Memorandum and Articles of the Association and a copy of the current policies and procedures. This pack is used alongside training given by the experienced members of the board and the Chief Executive.

The trustees' report was approved by the Board of Trustees.

  
..... Susan Bloom

Susan Bloom (Chair) (Appointed 02/10/2013)

**Trustee**

Date: 16/07/2024

# CRAWLEY COMMUNITY ACTION LTD

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF CRAWLEY COMMUNITY ACTION LTD

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I report to the trustees on my examination of the financial statements of Crawley Community Action Ltd (the charitable company) for the year ended 31 March 2024.

#### Responsibilities and basis of report

As the trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charitable 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 charitable company's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### Independent examiner's statement

Since the charitable 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 the 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 that in any material respect:

- 1 accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements 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 financial statements to be reached.



**Darren Harding ACA FCCA DChA**

Richard Place Dobson Services Limited  
1-7 Station Road  
Crawley  
West Sussex  
RH10 1HT

Dated: 9 December 2024

# CRAWLEY COMMUNITY ACTION LTD

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 31 MARCH 2024**

| Current financial year                             |       | Unrestricted<br>funds<br>general<br>2024<br>£ | Unrestricted<br>funds<br>designated<br>2024<br>£ | Restricted<br>funds<br>2024<br>£ | Total<br>2024<br>£ | Total<br>2023<br>£ |
|----------------------------------------------------|-------|-----------------------------------------------|--------------------------------------------------|----------------------------------|--------------------|--------------------|
|                                                    | Notes |                                               |                                                  |                                  |                    |                    |
| <b>Income from:</b>                                |       |                                               |                                                  |                                  |                    |                    |
| Donations and legacies                             | 3     | 28,492                                        | -                                                | 351,194                          | 379,686            | 468,203            |
| Charitable activities                              | 4     | 125,110                                       | -                                                | -                                | 125,110            | 178,107            |
| Investments                                        | 5     | 10,797                                        | -                                                | -                                | 10,797             | 1,941              |
| <b>Total income</b>                                |       | 164,399                                       | -                                                | 351,194                          | 515,593            | 648,251            |
| <b>Expenditure on:</b>                             |       |                                               |                                                  |                                  |                    |                    |
| Charitable activities                              | 6     | 130,116                                       | -                                                | 322,409                          | 452,525            | 491,623            |
| <b>Total expenditure</b>                           |       | 130,116                                       | -                                                | 322,409                          | 452,525            | 491,623            |
| <b>Net income</b>                                  |       | 34,283                                        | -                                                | 28,785                           | 63,068             | 156,628            |
| <b>Other recognised gains and losses:</b>          |       |                                               |                                                  |                                  |                    |                    |
| Actuarial gains on defined benefit pension schemes |       | 1,142                                         | -                                                | -                                | 1,142              | 1,219              |
| <b>Net movement in funds</b>                       | 8     | 35,425                                        | -                                                | 28,785                           | 64,210             | 157,847            |
| <b>Reconciliation of funds:</b>                    |       |                                               |                                                  |                                  |                    |                    |
| Fund balances at 1 April 2023                      |       | 265,291                                       | 73,000                                           | 117,992                          | 456,283            | 298,436            |
| <b>Fund balances at 31 March 2024</b>              |       | 300,716                                       | 73,000                                           | 146,777                          | 520,493            | 456,283            |

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

# CRAWLEY COMMUNITY ACTION LTD

## STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 31 MARCH 2024**

| Prior financial year                               |       | Unrestricted<br>funds<br>general<br>2023<br>£ | Unrestricted<br>funds<br>designated<br>2023<br>£ | Restricted<br>funds<br>2023<br>£ | Total<br>2023<br>£ |
|----------------------------------------------------|-------|-----------------------------------------------|--------------------------------------------------|----------------------------------|--------------------|
|                                                    | Notes |                                               |                                                  |                                  |                    |
| <b>Income from:</b>                                |       |                                               |                                                  |                                  |                    |
| Donations and legacies                             | 3     | 116,548                                       | -                                                | 351,655                          | 468,203            |
| Charitable activities                              | 4     | 178,107                                       | -                                                | -                                | 178,107            |
| Investments                                        | 5     | 1,941                                         | -                                                | -                                | 1,941              |
| <b>Total income</b>                                |       | 296,596                                       | -                                                | 351,655                          | 648,251            |
| <b>Expenditure on:</b>                             |       |                                               |                                                  |                                  |                    |
| Charitable activities                              | 6     | 200,695                                       | -                                                | 290,928                          | 491,623            |
| <b>Total expenditure</b>                           |       | 200,695                                       | -                                                | 290,928                          | 491,623            |
| <b>Net income</b>                                  |       | 95,901                                        | -                                                | 60,727                           | 156,628            |
| Transfers between funds                            |       | 3,350                                         | -                                                | (3,350)                          | -                  |
| <b>Other recognised gains and losses:</b>          |       |                                               |                                                  |                                  |                    |
| Actuarial gains on defined benefit pension schemes |       | 1,219                                         | -                                                | -                                | 1,219              |
| <b>Net movement in funds</b>                       | 8     | 100,470                                       | -                                                | 57,377                           | 157,847            |
| <b>Reconciliation of funds:</b>                    |       |                                               |                                                  |                                  |                    |
| Fund balances at 1 April 2022                      |       | 164,821                                       | 73,000                                           | 60,615                           | 298,436            |
| <b>Fund balances at 31 March 2023</b>              |       | 265,291                                       | 73,000                                           | 117,992                          | 456,283            |

# CRAWLEY COMMUNITY ACTION LTD

## BALANCE SHEET

AS AT 31 MARCH 2024

|                                                       | Notes | 2024<br>£      | £              | 2023<br>£      | £              |
|-------------------------------------------------------|-------|----------------|----------------|----------------|----------------|
| <b>Current assets</b>                                 |       |                |                |                |                |
| Debtors                                               | 12    | 23,699         |                | 38,567         |                |
| Cash at bank and in hand                              |       | 534,186        |                | 429,013        |                |
|                                                       |       | <u>557,885</u> |                | <u>467,580</u> |                |
| <b>Creditors: amounts falling due within one year</b> | 13    | (36,391)       |                | (9,154)        |                |
| <b>Net current assets</b>                             |       |                | 521,494        |                | 458,426        |
| <b>Provisions for liabilities</b>                     | 14    |                | (1,001)        |                | (2,143)        |
| <b>Net assets</b>                                     |       |                | <u>520,493</u> |                | <u>456,283</u> |
| <b>The funds of the charitable company</b>            |       |                |                |                |                |
| Restricted income funds                               | 18    | 146,777        |                | 117,992        |                |
| Unrestricted funds - general                          |       | 300,716        |                | 265,291        |                |
| Unrestricted funds - designated                       | 17    | 73,000         |                | 73,000         |                |
|                                                       |       | <u>520,493</u> |                | <u>456,283</u> |                |

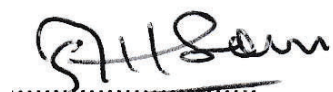
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2024.

The directors 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 members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the trustees on 16/07/2024.



Ashwin Soni (Finance Director) (Appointed 10/10/2019)  
Trustee



Paul Castle (Company Secretary) (Appointed 03/10/2011)  
Trustee

Company registration number 04488714 (England and Wales)

# CRAWLEY COMMUNITY ACTION LTD

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 MARCH 2024

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#### 1 Accounting policies

##### Charity information

Crawley Community Action Ltd is a charitable company limited by guarantee incorporated in England and Wales. The registered office is The Orchard, 1-2 Gleneagles Court, Brighton Road, Crawley, West Sussex, RH10 6AD.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charitable company's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charitable company is a Public Benefit Entity as defined by FRS 102.

The charitable company has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charitable company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charitable company has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The purpose and use of the designated fund is described and set out in the notes to the accounts.

Restricted Income funds are those which are to be used in accordance within the specific restrictions imposed by the grant providers, donors, or other income providers for particular purposes. The purpose and use of the Restricted Income funds is described and set out in the notes to the accounts.

#### 1.4 Income

Income is recognised when the charitable company is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Income from charitable activities includes income from grants and contract income, donations, management fees and other income generated to supplement funding towards providing core services, and includes premises management operation income of rent, service charges and other premises activity related income from the hire of the meeting rooms at The Orchard generated to provide services to tenants.

Investment income comprises interest earned on bank deposits.

#### 1.5 Expenditure

Liabilities and related expenditure are recognised in full in the accounts as soon as the obligation arises. All expenditure is accounted for on an accruals basis and includes attributable Value Added Tax (VAT) which cannot be recovered. Charitable activities are all the resources expended by the charitable company in undertaking its work to meet its charitable objectives.

# CRAWLEY COMMUNITY ACTION LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2024**

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### **1 Accounting policies**

**(Continued)**

#### **1.6 Tangible fixed assets**

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses. Fixed assets such as computer and office equipment are capitalised if the purchase cost exceeds £10,000.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

|                  |                         |
|------------------|-------------------------|
| Office equipment | 1-2 years Straight Line |
|------------------|-------------------------|

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

The purchase of minor items of computer and office equipment, and accounting software is not capitalised as tangible fixed assets but written off to the income and expenditure account in the year of purchase on the basis that they retain little value.

#### **1.7 Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks and other short-term liquid investments with original maturities of three months or less.

#### **1.8 Financial instruments**

The charitable 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.

#### **1.9 Taxation**

The charitable company is a registered charity, and is exempt from corporation tax on its income applied for charitable purposes.

#### **1.10 Provisions**

Provisions are recognised when the charitable company has a legal or constructive present obligation as a result of a past event, it is probable that the charitable company will be required to settle that obligation and a reliable estimate can be made of the amount of the obligation.

The amount recognised as a provision is the best estimate of the consideration required to settle the present obligation at the reporting end date, taking into account the risks and uncertainties surrounding the obligation. Where the effect of the time value of money is material, the amount expected to be required to settle the obligation is recognised at present value. When a provision is measured at present value, the unwinding of the discount is recognised as a finance cost in net income/(expenditure) in the period in which it arises.

#### **1.11 Employee benefits**

The costs of short-term employee benefits are recognised as a liability and an expense.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charitable company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

# CRAWLEY COMMUNITY ACTION LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

#### 1 Accounting policies

(Continued)

##### 1.12 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

The scheme is a multi-employer scheme where the scheme is currently in deficit, and since the charitable company has agreed to a deficit funding arrangement, the charitable company recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. Further details are given in the notes to the accounts.

##### 1.13 Debtors

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

##### 1.14 Creditors

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

#### 2 Critical accounting estimates and judgements

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

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

##### Deferred income

Grant or contract income is deferred where the income is in respect of a future accounting period.

##### Pension liability

A provision is made for a potential pension funding shortfall in the accounts. The provision is based on an estimated shortfall figure provided by the scheme actuary.

#### 3 Donations

|                                                              | Unrestricted<br>funds<br>general<br>2024<br>£ | Restricted<br>funds<br>2024<br>£ | Total<br>2024<br>£ | Unrestricted<br>funds<br>general<br>2023<br>£ | Restricted<br>funds<br>2023<br>£ | Total<br>2023<br>£ |
|--------------------------------------------------------------|-----------------------------------------------|----------------------------------|--------------------|-----------------------------------------------|----------------------------------|--------------------|
| Donations                                                    | 3,492                                         | -                                | 3,492              | 999                                           | -                                | 999                |
| Grants and contract income<br>receivable for core activities | 25,000                                        | 351,194                          | 376,194            | 115,549                                       | 351,655                          | 467,204            |
|                                                              | <u>28,492</u>                                 | <u>351,194</u>                   | <u>379,686</u>     | <u>116,548</u>                                | <u>351,655</u>                   | <u>468,203</u>     |

# CRAWLEY COMMUNITY ACTION LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

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### 4 Income from charitable activities

|                                                      | Unrestricted<br>funds<br>2024<br>£ | Unrestricted<br>funds<br>2023<br>£ |
|------------------------------------------------------|------------------------------------|------------------------------------|
| <b>Provision of Crawley Community Action support</b> |                                    |                                    |
| Sale of goods                                        | 76,217                             | 100,333                            |
| Charitable rental income                             | 44,849                             | 73,675                             |
| Other income                                         | 4,044                              | 4,099                              |
|                                                      | <hr/>                              | <hr/>                              |
|                                                      | 125,110                            | 178,107                            |
|                                                      | <hr/>                              | <hr/>                              |

### 5 Income from investments

|                     | Unrestricted<br>funds<br>2024<br>£ | Unrestricted<br>funds<br>2023<br>£ |
|---------------------|------------------------------------|------------------------------------|
| Interest receivable | 10,797                             | 1,941                              |
|                     | <hr/>                              | <hr/>                              |

# CRAWLEY COMMUNITY ACTION LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

### 6 Expenditure on charitable activities

|                                                           | Provision of<br>Crawley<br>Community<br>Action<br>support<br>2024<br>£ | Provision of<br>Crawley<br>Community<br>Action<br>support<br>2023<br>£ |
|-----------------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------------------------|
| <b>Direct costs</b>                                       |                                                                        |                                                                        |
| Staff costs                                               | 373,151                                                                | 345,377                                                                |
| Staff/Volunteer travelling                                | 542                                                                    | 1,031                                                                  |
| Staff training                                            | 201                                                                    | 183                                                                    |
| Fundraising costs                                         | 3,100                                                                  | 5,500                                                                  |
| Recruitment advertising                                   | -                                                                      | 83                                                                     |
| Project fees                                              | 943                                                                    | 31,404                                                                 |
| Marketing costs                                           | 1,550                                                                  | 12,485                                                                 |
|                                                           | <u>379,487</u>                                                         | <u>396,063</u>                                                         |
| <b>Share of support and governance costs (see note 7)</b> |                                                                        |                                                                        |
| Support                                                   | 69,783                                                                 | 88,965                                                                 |
| Governance                                                | 3,255                                                                  | 6,595                                                                  |
|                                                           | <u>452,525</u>                                                         | <u>491,623</u>                                                         |
| <b>Analysis by fund</b>                                   |                                                                        |                                                                        |
| Unrestricted funds - general                              | 130,116                                                                | 200,695                                                                |
| Restricted funds                                          | 322,409                                                                | 290,928                                                                |
|                                                           | <u>452,525</u>                                                         | <u>491,623</u>                                                         |

# CRAWLEY COMMUNITY ACTION LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

### 7 Support costs

|                                        | Support costs | Governance costs | 2024          | Support costs | Governance costs | 2023          |
|----------------------------------------|---------------|------------------|---------------|---------------|------------------|---------------|
|                                        | £             | £                | £             | £             | £                | £             |
| Service and water charges              | 1,204         | -                | 1,204         | 6,771         | -                | 6,771         |
| Insurance                              | 5,695         | -                | 5,695         | 5,008         | -                | 5,008         |
| Light and heat                         | 18,407        | -                | 18,407        | 24,020        | -                | 24,020        |
| Maintenance and other premises costs   | 15,969        | -                | 15,969        | 19,626        | -                | 19,626        |
| Office equipment                       | 12,284        | -                | 12,284        | 7,139         | -                | 7,139         |
| Printing, postage and stationery       | 1,823         | -                | 1,823         | 1,765         | -                | 1,765         |
| Telephone                              | 6,456         | -                | 6,456         | 8,420         | -                | 8,420         |
| Subscriptions                          | 1,618         | -                | 1,618         | 1,302         | -                | 1,302         |
| Consultancy fees and software          | 2,034         | -                | 2,034         | 13,062        | -                | 13,062        |
| General expenses                       | 4,293         | -                | 4,293         | 1,852         | -                | 1,852         |
| Independent examination fees           | -             | 3,016            | 3,016         | -             | 3,799            | 3,799         |
| Legal and professional                 | -             | -                | -             | -             | 2,550            | 2,550         |
| Bank charges                           | -             | 239              | 239           | -             | 246              | 246           |
|                                        | <u>69,783</u> | <u>3,255</u>     | <u>73,038</u> | <u>88,965</u> | <u>6,595</u>     | <u>95,560</u> |
| Analysed between Charitable activities | <u>69,783</u> | <u>3,255</u>     | <u>73,038</u> | <u>88,965</u> | <u>6,595</u>     | <u>95,560</u> |

Governance costs includes payments to the Independent Examiner of £3,016 (2023- £3,000) for the independent examination.

### 8 Net movement in funds

|                                                                                    | 2024         | 2023         |
|------------------------------------------------------------------------------------|--------------|--------------|
|                                                                                    | £            | £            |
| The net movement in funds is stated after charging/(crediting):                    |              |              |
| Fees payable for the independent examination of the charity's financial statements | <u>3,016</u> | <u>3,799</u> |

### 9 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charitable company during the year.

#### Trustees' expenses

There were a total of £135 expenses paid to trustees in the year ended 31 March 2024 (2023: £616).

# CRAWLEY COMMUNITY ACTION LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

### 10 Employees

The average monthly number of employees during the year was:

|                        | 2024<br>Number | 2023<br>Number |
|------------------------|----------------|----------------|
| Core service           | 3              | 3              |
| Premises management    | 2              | 2              |
| Social prescribing     | 4              | 3              |
| Crawley Volunteers     | 1              | 1              |
| Thriving Communities   | 2              | 2              |
| Shared Prosperity Fund | 1              | -              |
|                        | <hr/>          | <hr/>          |
| Total                  | 13             | 11             |
|                        | <hr/> <hr/>    | <hr/> <hr/>    |

| Employment costs      | 2024<br>£   | 2023<br>£   |
|-----------------------|-------------|-------------|
| Wages and salaries    | 322,388     | 297,281     |
| Social security costs | 29,562      | 28,388      |
| Other pension costs   | 21,201      | 19,708      |
|                       | <hr/>       | <hr/>       |
|                       | 373,151     | 345,377     |
|                       | <hr/> <hr/> | <hr/> <hr/> |

There were no employees whose annual remuneration was more than £60,000.

#### Remuneration of key management personnel

The number of employees who are considered key management personnel is 4. Their remuneration was as follows:

|                        | 2024<br>£   | 2023<br>£   |
|------------------------|-------------|-------------|
| Aggregate compensation | 165,636     | 196,227     |
|                        | <hr/> <hr/> | <hr/> <hr/> |

### 11 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

### 12 Debtors

|                                      | 2024<br>£   | 2023<br>£   |
|--------------------------------------|-------------|-------------|
| Amounts falling due within one year: |             |             |
| Trade debtors                        | 22,004      | 35,328      |
| Other debtors                        | 142         | 289         |
| Prepayments and accrued income       | 1,553       | 2,950       |
|                                      | <hr/>       | <hr/>       |
|                                      | 23,699      | 38,567      |
|                                      | <hr/> <hr/> | <hr/> <hr/> |

# CRAWLEY COMMUNITY ACTION LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

### 13 Creditors: amounts falling due within one year

|                 | Notes | 2024<br>£     | 2023<br>£    |
|-----------------|-------|---------------|--------------|
| Deferred income | 15    | 1,021         | -            |
| Trade creditors |       | 26,425        | 2,734        |
| Other creditors |       | 2,884         | 3,420        |
| Accruals        |       | 6,061         | 3,000        |
|                 |       | <u>36,391</u> | <u>9,154</u> |

### 14 Provisions for liabilities

|                   | 2024<br>£    | 2023<br>£    |
|-------------------|--------------|--------------|
| Pension provision | <u>1,001</u> | <u>2,143</u> |

#### Movements on provisions:

|                                        | Pension<br>provision<br>£ |
|----------------------------------------|---------------------------|
| At 1 April 2023                        | 2,143                     |
| Utilisation of provision               | (1,225)                   |
| Unwinding of discount                  | 82                        |
| Adjustment for change in discount rate | 1                         |
| At 31 March 2024                       | <u>1,001</u>              |

Eligible employees participate in a pension scheme. Crawley Community Action, the employer, contributes an additional amount to the employee's contribution deducted from monthly payroll to a pension scheme administered by The Pensions Trust. The employer's regular contribution is 6% of the employee's gross salary with the employee equally contributing 6% of gross salary. The scheme is a defined contribution scheme. The assets of the scheme are held separately from those of the organisation in an independently administered fund. The cost of providing pensions for the year ended 31 March 2024, including additional employer contributions of £1,225 (2023: £1,225) levied by the pension scheme administrator towards reducing the pension fund deficit, amounted to £21,201 (2023: £19,708) and is included within the charge for salaries.

The charitable company participates in the scheme, a multi-employer scheme which provides benefits to some 950 non-associated participating employers. The scheme is a defined benefit scheme in the UK. It is not possible for the charitable company to obtain sufficient information to enable it to account for the scheme as a defined benefit scheme. Therefore it accounts for the scheme as a defined contribution scheme.

The scheme is subject to the funding legislation outlined in the Pensions Act 2004 which came into force on 30 December 2005. This, together with documents issued by the Pensions Regulator and Technical Actuarial Standards issued by the Financial Reporting Council, set out the framework for funding defined benefit occupational pension schemes in the UK.

# CRAWLEY COMMUNITY ACTION LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

| 14 | Provisions for liabilities | (Continued) |      |
|----|----------------------------|-------------|------|
|    |                            | 2024        | 2023 |

Following a change in legislation in 2005 there is a potential debt to the employer that could be levied by the Trustee of Growth Plan. The Trustee's current policy is that it only applies to employers with pre October 2001 liabilities in the Growth Plan. The debt is due in the event of the employer ceasing to participate in the Growth Plan or the Growth Plan winding up. The amount of the debt depends on many factors and can be volatile over time.

Crawley Community Action Ltd was notified in June 2024 by The Pension Trust of the estimated employer debt on withdrawal from the Growth Plan based on the financial positions of the Growth Plan at 30 September 2023. As of that date the estimated amount of employer debt on withdrawal liability for Crawley Community Action Ltd was calculated as £15,866.

The scheme is classified as a 'last-man standing arrangement'. Therefore the company is potentially liable for other participating employers' obligations if those employers are unable to meet their share of the scheme deficit following withdrawal from the scheme. Participating employers are legally required to meet their share of the scheme deficit on an annuity purchase basis on withdrawal from the scheme.

A full actuarial valuation for the scheme was carried out at 30 September 2020. This valuation showed assets of £800.3m, liabilities of £831.9m and a deficit of £31.6m. To eliminate this funding shortfall, the Trustee has asked the participating employers to pay additional contributions to the scheme as follows:

#### Deficit contributions

|                                       |                      |                   |
|---------------------------------------|----------------------|-------------------|
| From 1 April 2022 to 31 January 2025: | £3,312,000 per annum | (payable monthly) |
|---------------------------------------|----------------------|-------------------|

Unless a concession has been agreed with the Trustee the term to 31 January 2025 applies.

Note that the scheme's previous valuation was carried out with an effective date of 30 September 2017. This valuation showed assets of £794.9m, liabilities of £926.4m and a deficit of £131.5m. To eliminate this funding shortfall, the Trustee asked the participating employers to pay additional contributions to the scheme as follows:

#### Deficit contributions

|                                         |                       |                                                          |
|-----------------------------------------|-----------------------|----------------------------------------------------------|
| From 1 April 2019 to 30 September 2025: | £11,243,000 per annum | (payable monthly and increasing by 3% each on 1st April) |
|-----------------------------------------|-----------------------|----------------------------------------------------------|

The recovery plan contributions are allocated to each participating employer in line with their estimated share of the Series 1 and Series 2 scheme liabilities.

Where the scheme is in deficit and where the company has agreed to a deficit funding arrangement the company recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. The present value is calculated using the discount rate detailed in these disclosures. The unwinding of the discount rate is recognised as a finance cost.

# CRAWLEY COMMUNITY ACTION LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

| 14 Provisions for liabilities | (Continued) |      |
|-------------------------------|-------------|------|
|                               | 2024        | 2023 |

### RECONCILIATION OF OPENING AND CLOSING PROVISIONS

|                                                          | Period Ending<br>31 March 2024<br>(£s) | Period Ending<br>31 March 2023<br>(£s) |
|----------------------------------------------------------|----------------------------------------|----------------------------------------|
| Provision at start of period                             | 2,143                                  | 3,362                                  |
| Unwinding of the discount factor (interest expense)      | 82                                     | 63                                     |
| Deficit contribution paid                                | (1,225)                                | (1,225)                                |
| Remeasurements - impact of any change in assumptions     | 1                                      | (57)                                   |
| Remeasurements - amendments to the contribution schedule | -                                      | -                                      |
| Provision at end of period                               | 1,001                                  | 2,143                                  |

### INCOME AND EXPENDITURE IMPACT

|                                                          | Period Ending<br>31 March 2024<br>(£s) | Period Ending<br>31 March 2023<br>(£s) |
|----------------------------------------------------------|----------------------------------------|----------------------------------------|
| Interest expense                                         | 82                                     | 63                                     |
| Remeasurements – impact of any change in assumptions     | 1                                      | (57)                                   |
| Remeasurements – amendments to the contribution schedule | -                                      | -                                      |
| Contributions paid in respect of future service*         | *                                      | *                                      |
| Costs recognised in income and expenditure account       | *                                      | *                                      |

\*includes defined contribution schemes and future service contributions (i.e. excluding any deficit reduction payments) to defined benefit schemes which are treated as defined contribution schemes. To be completed by the company.

### ASSUMPTIONS

|                  | 31 March 2024<br>% per annum | 31 March 2023<br>% per annum | 31 March 2022<br>% per annum |
|------------------|------------------------------|------------------------------|------------------------------|
| Rate of discount | 5.31                         | 5.52                         | 2.35                         |

The discount rates shown above are the equivalent single discount rates which, when used to discount the future recovery plan contributions due, would give the same results as using a full AA corporate bond yield curve to discount the same recovery plan contributions.

The following schedule details the deficit contributions agreed between the company and the scheme at each year end period:

### DEFICIT CONTRIBUTIONS SCHEDULE

| Year ending | 31 March 2024<br>(£s) | 31 March 2023<br>(£s) | 31 March 2022<br>(£s) |
|-------------|-----------------------|-----------------------|-----------------------|
| Year 1      | 1,021                 | 1,225                 | 1,225                 |
| Year 2      | -                     | 1,021                 | 1,225                 |
| Year 3      | -                     | -                     | 1,021                 |

The company must recognise a liability measured as the present value of the contributions payable that arise from the deficit recovery agreement and the resulting expense in the income and expenditure account i.e. the unwinding of the discount rate as a finance cost in the period in which it arises.

# CRAWLEY COMMUNITY ACTION LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

### 15 Deferred income

|                                     | 2024<br>£    | 2023<br>£ |
|-------------------------------------|--------------|-----------|
| Arising from Deferred income        | 1,021        | -         |
|                                     | <u>1,021</u> | <u>-</u>  |
|                                     | 2024<br>£    | 2023<br>£ |
| Deferred income is included within: |              |           |
| Current liabilities                 | 1,021        | -         |
|                                     | <u>1,021</u> | <u>-</u>  |
| Movements in the year:              |              |           |
| Deferred income at 1 April 2023     | -            | 103,234   |
| Released from previous periods      | -            | (103,234) |
| Resources deferred in the year      | 1,021        | -         |
|                                     | <u>1,021</u> | <u>-</u>  |
| Deferred income at 31 March 2024    | 1,021        | -         |
|                                     | <u>1,021</u> | <u>-</u>  |

### 16 Retirement benefit schemes

|                                                                     | 2024<br>£     | 2023<br>£     |
|---------------------------------------------------------------------|---------------|---------------|
| <b>Defined contribution schemes</b>                                 |               |               |
| Charge to profit or loss in respect of defined contribution schemes | 21,201        | 19,708        |
|                                                                     | <u>21,201</u> | <u>19,708</u> |

The charitable company operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charitable company in an independently administered fund.

# CRAWLEY COMMUNITY ACTION LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

### 17 Unrestricted funds - designated

These are unrestricted funds which are material to the charitable company's activities.

|                             | At 1 April 2023        | Transfers        | At 31 March 2024        |
|-----------------------------|------------------------|------------------|-------------------------|
|                             | £                      | £                | £                       |
| Redundancy provision        | 8,000                  | -                | 8,000                   |
| Pension liability provision | 65,000                 | (45,000)         | 20,000                  |
| Building costs provision    | -                      | 45,000           | 45,000                  |
|                             | <u>73,000</u>          | <u>-</u>         | <u>73,000</u>           |
|                             | <u>73,000</u>          | <u>-</u>         | <u>73,000</u>           |
| <b>Previous year:</b>       | <b>At 1 April 2022</b> | <b>Transfers</b> | <b>At 31 March 2023</b> |
|                             | £                      | £                | £                       |
| Redundancy provision        | 8,000                  | -                | 8,000                   |
| Pension liability provision | 65,000                 | -                | 65,000                  |
|                             | <u>73,000</u>          | <u>-</u>         | <u>73,000</u>           |
|                             | <u>73,000</u>          | <u>-</u>         | <u>73,000</u>           |

The redundancy provision is the amount set aside by the trustees to establish a fund for future redundancy costs.

The pension liability provision is the amount set aside by the trustees to establish a fund to cover the potential additional amount of estimated participating employer's debt on withdrawal liability for the portion of the pension fund deficit attributed to Crawley Community Action over and above that already provided in the accounts.

The building costs provision has been set aside by the trustees to cover any urgent building repair costs should they arise.

# CRAWLEY COMMUNITY ACTION LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

#### 18 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

|                            | At 1 April 2023 | Incoming resources | Resources expended | Transfers | At 31 March 2024 |
|----------------------------|-----------------|--------------------|--------------------|-----------|------------------|
|                            | £               | £                  | £                  | £         | £                |
| Social Prescribing         | 35,986          | 177,904            | (180,963)          | -         | 32,927           |
| Thriving Communities       | 30,055          | 50,000             | (35,874)           | -         | 44,181           |
| Crawley Volunteers         | 20,682          | 61,354             | (47,135)           | -         | 34,901           |
| Living Healthier Lives     | 26,569          | 18,856             | (31,073)           | -         | 14,352           |
| Crawley Active             | 4,700           | -                  | -                  | -         | 4,700            |
| Group Development          | -               | 27,155             | (23,584)           | -         | 3,571            |
| Shared Prosperity          | -               | 10,000             | -                  | -         | 10,000           |
| Community Research Project | -               | 3,500              | (1,355)            | -         | 2,145            |
| Ukraine Project            | -               | 2,425              | (2,425)            | -         | -                |
|                            | <u>117,992</u>  | <u>351,194</u>     | <u>(322,409)</u>   | <u>-</u>  | <u>146,777</u>   |

| Previous year:         | At 1 April 2022 | Incoming resources | Resources expended | Transfers      | At 31 March 2023 |
|------------------------|-----------------|--------------------|--------------------|----------------|------------------|
|                        | £               | £                  | £                  | £              | £                |
| Crawley Volunteers     | -               | 55,931             | (34,899)           | (350)          | 20,682           |
| Crawley Active         | -               | -                  | (300)              | 5,000          | 4,700            |
| Thriving communities   | 42,924          | 91,404             | (99,274)           | (5,000)        | 30,054           |
| Social Prescribing     | 13,671          | 149,436            | (124,120)          | (3,000)        | 35,987           |
| Living Healthier Lives | 4,020           | 54,884             | (32,335)           | -              | 26,569           |
|                        | <u>60,615</u>   | <u>351,655</u>     | <u>(290,928)</u>   | <u>(3,350)</u> | <u>117,992</u>   |

#### Restricted income funds - Review of operations

The Premises fund is the departmental operation overseen by the Premises Manager to run the building at The Orchard with its many charitable sector tenants. All the building running costs are accounted for by Crawley Community Action as lead manager for The Orchard building, to be then recharged to all tenants by way of rent and a variable quarterly service charge. The Premises fund for The Orchard building premises management operation is accounted for within Crawley Community Action as a distinct restricted income fund operation in order to disclose clear accountability to the tenants.

# CRAWLEY COMMUNITY ACTION LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

#### 18 Restricted funds

(Continued)

Over the past years contracts for The Orchard have been reviewed to seek to gain best value for money, and with nearly full occupation of The Orchard, increased meeting room hire income, and income from short-term letting of spare office space.

Crawley Community Action continues to see The Orchard building as a key resource for tenants and their operations in Crawley providing well-equipped offices, meeting rooms and facilities.

Crawley Community Action was granted a lease to the building at The Orchard, 1 & 2 Gleneagles Court, Brighton Road, Crawley in 2006 by Crawley Borough Council to manage the building for several charitable organisations to move in together as tenants to create a successful voluntary sector centre for Crawley.

Crawley Community Action continued with the programme of up-dating the facilities for the benefit of tenants and their staff, room hirers and visitors to The Orchard building.

Ukraine Project - Relates to funding received to go towards developing longer term support for people from Ukraine.

#### 19 Analysis of net assets between funds

|                              | Unrestricted<br>funds<br>general<br>2024<br>£ | Unrestricted<br>funds<br>designated<br>2024<br>£ | Restricted<br>funds<br>2024<br>£ | Total<br>2024<br>£ |
|------------------------------|-----------------------------------------------|--------------------------------------------------|----------------------------------|--------------------|
| <b>At 31 March 2024:</b>     |                                               |                                                  |                                  |                    |
| Current assets/(liabilities) | 301,717                                       | 73,000                                           | 146,777                          | 521,494            |
| Provisions                   | (1,001)                                       | -                                                | -                                | (1,001)            |
|                              | <u>300,716</u>                                | <u>73,000</u>                                    | <u>146,777</u>                   | <u>520,493</u>     |
|                              |                                               |                                                  |                                  |                    |
|                              | Unrestricted<br>funds<br>general<br>2023<br>£ | Unrestricted<br>funds<br>designated<br>2023<br>£ | Restricted<br>funds<br>2023<br>£ | Total<br>2023<br>£ |
| <b>At 31 March 2023:</b>     |                                               |                                                  |                                  |                    |
| Current assets/(liabilities) | 267,434                                       | 73,000                                           | 117,992                          | 458,426            |
| Provisions                   | (2,143)                                       | -                                                | -                                | (2,143)            |
|                              | <u>265,291</u>                                | <u>73,000</u>                                    | <u>117,992</u>                   | <u>456,283</u>     |

#### 20 Related party transactions

There were no disclosable related party transactions during the year (2023 - none).

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# Accounts

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Charity registration number 1094699

Company registration number 04488714 (England and Wales)

**CRAWLEY COMMUNITY ACTION LTD**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

# CRAWLEY COMMUNITY ACTION LTD

## LEGAL AND ADMINISTRATIVE INFORMATION

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|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Trustees</b>             | Sue Bloom (Chair) (Appointed 02/10/2013)<br>Ashwin Soni (Finance Director) (Appointed 10/10/2019)<br>Jeremy Yeats-Edwards (Vice-Chair) (Appointed 05/10/2009)<br>Paul Castle (Company Secretary) (Appointed 03/10/2011)<br>Dr Iyadh Daoud (Appointed 19/09/2003)<br>Vivienne Gray (Appointed 02/10/2013)<br>Marilyn Le Feuvre (Appointed 10/10/2018)<br>David Murphy (Appointed 17/07/2002)<br>Peter Mansfield-Clark (Appointed 20 January 2022) |
| <b>Chief Executive</b>      | Toby Shaw (Appointed 01.04.2022)                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Secretary</b>            | Paul Castle                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Charity number</b>       | 1094699                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Company number</b>       | 04488714                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Registered office</b>    | The Orchard<br>1-2 Gleneagles Court<br>Brighton Road<br>Crawley<br>West Sussex<br>RH10 6AD                                                                                                                                                                                                                                                                                                                                                       |
| <b>Independent examiner</b> | Darren Harding ACA FCCA DChA<br>Richard Place Dobson Services Limited<br>1-7 Station Road<br>Crawley<br>West Sussex<br>RH10 1HT                                                                                                                                                                                                                                                                                                                  |
| <b>Bankers</b>              | Royal Bank of Scotland<br>Drummond House (F) Branch<br>Customer Service Centre<br>1 Redheughs Avenue<br>Edinburgh<br>EH12 9JN                                                                                                                                                                                                                                                                                                                    |

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# **CRAWLEY COMMUNITY ACTION LTD**

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# **CRAWLEY COMMUNITY ACTION LTD**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)**

***FOR THE YEAR ENDED 31 MARCH 2023***

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### **Trustees Report and Accounts**

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

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charitable company's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

After obtaining the approval of the Charity Commission, the business, assets and funds of the charity, Crawley Council for Voluntary Service registered with the Charity Commission (number 227757), were transferred to a company limited by guarantee with the same name. The charitable company was incorporated on 17 July 2002 with registered number 4488714, and was registered on 21 November 2002 with Charity Commission number 1094699.

### **Objectives and activities**

At the Special General Meeting held on 9 March 2015, the members adopted a new governing document in the form of a new Memorandum and Articles of Association. The new Memorandum and Articles of Association is based on a National Association for Voluntary and Community Action (NAVCA) model document, approved by the Charity Commission. Under the new Memorandum and Articles of Association, the objects of the charity Crawley Community Action are:

- to promote any charitable purposes for the benefit of the public, principally but not exclusively in the local government area of Crawley and its environs (hereinafter called "the area of benefit") and, in particular, build the capacity of the 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 new governing document re-defined membership to include all charities, voluntary organisations and social enterprises accessing any support or service provided by Crawley Community Action, enabling them to have a say in the management and running of the organisation as a member. From April 2015 membership does not require payment of a subscription, and annual membership is by application form.

### **Public Benefit statement**

The requirements for reporting public benefit in an annual report are that the report will contain:

- i) a report of those activities undertaken by a charity to further its charitable activities for the public benefit, and
- ii) a statement by the charity trustees that they have due regard to public benefit guidance published by the Charity Commission.

The guidance sets out two key principles which need to be met in order to show that an organisation's aims are for the public benefit;

- i) there must be an identifiable benefit or benefits, i.e. the "benefit" principle, and
- ii) the benefit must be to the public or a section of the public, the "public" principle.

The trustees refer to the guidance in the Charity Commission's general guidance on Public Benefit when reviewing the aims and objectives of, and in planning, activities. The trustees endorse these key principles of public benefit, and reflect them into the aims and objectives of the activities they have set. Crawley Community Action typically delivers on these objectives through delivering on the National Association for Voluntary and Community Action (NAVCA) standards.

The nature of the activities carried out by Crawley Community Action are detailed in the narrative of Achievements and Performance in the year in the Trustees' Report, and in other literature and newspaper articles, and on Facebook, Twitter and the website. By means of these narratives and publicity, the trustees show that the activities undertaken by Crawley Community Action to further its charitable activities are, and are duly reported as being, for the public benefit.

# **CRAWLEY COMMUNITY ACTION LTD**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2023**

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### **Achievements and performance**

#### **Supporting Voluntary and Community Organisations in Crawley**

Over the past year, we've worked tirelessly to support new, and established community groups, charities, and social enterprises in Crawley. This work has taken place in the shadow of the Covid-19 pandemic and in very difficult economic situation for all. This has resulted in increased demand on the voluntary sector and pressures on budgets caused by high inflation and a challenging fundraising environment. Our focus on supporting the sector has been to ensure that voluntary and community organisations have the capacity and capability to meet the needs of the local community.

We have supported over 60 community leaders from 45 community initiatives by providing advice, guidance and mentoring. We provided training and networking opportunities which supported community organisations to be more effective also providing fundraising advice through 1:1 surgeries and 1 large funding event. During the year we helped local groups raise £75,000 towards their community work.

During the year, we responded to needs as they arose. This included working with people from Ukraine, helping them to develop a new community association to celebrate and share their Ukrainian culture in Crawley. We have also worked with our partners to provide broader support with people's welfare needs and are in discussions about setting up a Ukrainian school. We have also worked with Crawley Borough Council and Citizen's Advice West Sussex to undertake a community consultation as part of the Shared Prosperity Funding programme in Crawley.

We have developed and supported new partnerships, in our role as an instigator and facilitator of community action. This has included updating the Crawley Older Person's Directory and creating a new initiative called 'Crawley Active', which is bringing together partners to address the low levels of physical activity in the area and the associated health implications. We also hosted community meetings, including one between the Foreign, Commonwealth and Develop Office (FCD), The Sussex Community Foundation (SCF), and local grass-roots community organisations in Crawley.

Crawley Community Action has for many years operated 'The Orchard', Crawley's hub for the voluntary sector. The Orchard is home to 11 local charities and community organisations as well as being the registered address for many more. The building also has two meeting rooms, which are subsidised for use by community organisations. The rising energy costs have been a challenging for us, as they have been for many charities. However, the staff and trustees from the Premises subcommittee have worked very hard to keep costs as low as possible, whilst maintaining the building as a welcoming and comfortable place to work and visit. Through this hard work we have been able to ensure that the building is operated at full capacity as well as providing a subsidised venues for a range of important services for Crawley, including English language classes, support for domestic abuse survivors, and services for LGBTQ+ young people. We were also able to provide a venue for St John Ambulance, which enabled them to re-locate back into Crawley.

#### **Supporting Volunteers and Promoting Volunteering**

During the year we secured funding from the National Lottery Reaching Communities Fund, which enabled us to create our 'Crawley Volunteers' programme of work. The Crawley Volunteers programme is encouraging and supporting people to be more active in their local communities, recognising that volunteers are essential to a healthy and effective voluntary and community sector. Through this work we are supporting individual volunteers, as well as organisations who work with volunteers.

We have maintained a comprehensive database of volunteering opportunities and have been able to promote 135 different volunteering roles. We registered 302 people with our volunteering service, giving them the opportunity to be more active in their community. We also launched an initiative called the 'Crawley Community Task Force' (CCTF) which is providing more flexible opportunities for people to volunteer. This followed feedback from people keen to volunteer, but who did not have the time to make an on-going commitment. The CCTF is also turning into a valuable resource for local charities who might need volunteers for a one-off event or activity. The CCTF currently has already undertaken 127 hours of volunteering and we plan to increase this considerably in the coming year.

We have helped local charities to get the most out of their volunteers by providing advice and guidance on working with volunteers, volunteer recruitment, volunteer management, and policy development. We are in the process of developing the Crawley Volunteer Manager's Forum, which will provide a focal point for volunteering and opportunities to share best practice and improve standards of volunteer management across the town. We have also celebrated the contribution made by volunteers to our community as part of the national Volunteers Week 2022 event.

# **CRAWLEY COMMUNITY ACTION LTD**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

***FOR THE YEAR ENDED 31 MARCH 2023***

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### **Crawley Social Prescribing**

This has been the busiest year for our Social Prescribing Service: Crawley Social Prescribing. We received referrals for 836 individuals, which was a 10% increase on the previous year. This reflected a growing need in the community for our support and increased awareness and recognition of the value of social prescribing interventions as part of local health services.

Our dedicated team of Link Workers have supported people with a wide range of social, emotional and practical needs. Understandably we have seen increasing needs related to the national cost-of-living crisis. This includes people experiencing the emotional and practical challenges of debt, housing and employment insecurity. Over 650 people have engaged with the service, this includes people living with long-term health conditions, mental health issues, complex social needs, and people experiencing loneliness and social isolation. Following our intervention, 85% of the people we supported reported improvements in their wellbeing.

Working with all of the town's GP practices we are able to accept referrals to support their patients. We have also increasingly focused on engaging with minority communities, especially where there are known health inequalities, undertaking outreach work to ensure that we are engaging with all sections of our community. We have been focussed on broadening the scope of our social prescribing service to better meet the needs of minoritized communities and those experiencing health inequalities. We are increasingly focussing on community outreach, especially where this gives us the opportunity to engage and support people who we might otherwise not reach.

As the year ended we were in negotiations with our commissioner, the newly formed Sussex Integrated Care Service (ICS). We will be recommissioned to deliver Crawley Social Prescribing until September 2024 which means the service will continue to support many hundreds of local people in the coming year. As part of expanding this work, we are exploring with our commissioner providing social prescribing input to newly formed maternity hubs. This is an exciting development for social prescribing, one that we are very pleased to be able to pilot in the coming months.

### **The South East Thriving Communities Programme**

Crawley Community Action hosts the South East England Thriving Communities Programme on behalf of the National Academy of Social Prescribing (NASP). Thriving Communities is the national support programme initiated by the NASP in response to the impact and challenges caused by the COVID-19 pandemic. It's aimed at helping voluntary, community, faith and social enterprise organisations share learning, ideas and best practice. By developing partnerships and fostering new connections we hope to create a stronger voluntary and community sector, one where social prescribing is able to take root and to thrive.

We have been undertaking this work across the Southeast, working in Kent, Surrey, Sussex, Buckinghamshire, Berkshire, Oxfordshire, Hampshire and the Isle of Wight. Led by our Regional Lead for the programme, with support from the Social Inclusion Coordinator, the programme has been working with organisations delivering social prescribing in their local communities and the local voluntary and community sector organisations providing the activities, which social prescribers need to refer to, as well as listening to the needs of link workers and strategic partners. The programme lead has created links with social prescribing host organisations from the NHS and the voluntary and community sector, and is working with networks of social prescribers and the local authority and NHS system leads who support social prescribing across the region.

A central part of this work has been the Learning Together Programme, which supports voluntary and community sector and faith organisations from a range of sectors through a 6-month learning programme. Learning Together is a series of webinars and meetings with information about social prescribing, what it is and how it works and how to get involved. There are thematic webinars and networking meetings. We have also offered optional development opportunities and training, group coaching and Action Learning Sets as part of the programme. As part of this work, we delivered a small grant programme which funded 12 voluntary organisations across the region, supporting them to work effectively and meet the needs of their beneficiaries.

# **CRAWLEY COMMUNITY ACTION LTD**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

***FOR THE YEAR ENDED 31 MARCH 2023***

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### **Looking Forward: The next year and beyond**

Crawley Community Action (CCA) has ambitious plans for the next two years that focus on expanding our services and improving the quality of life for our local community. We aim to increase our reach and impact by building on our existing programmes, which include group development, volunteer services, and health and wellbeing initiatives. CCA plans to enhance its community development work by strengthening partnerships with local businesses, community groups, and government agencies to support initiatives that promote community cohesion, social inclusion, and community action.

To further our volunteer services, CCA plans to expand volunteer recruitment and management systems, providing training and support to ensure volunteers are well-equipped to carry out their roles. We are also exploring opportunities to develop new volunteering programmes that respond to emerging needs in the community. In addition to its core programmes and initiatives, CCA plans to engage more deeply with the community through a range of events and activities. We aim to host or participate in regular events that bring together people from different backgrounds and cultures to celebrate diversity and promote community cohesion. These events will include volunteers fairs, funding advice surgeries, health events, and themed forums, such as the one we are creating for volunteer managers.

To ensure that it achieves its goals and objectives, CCA plans to invest in its staff and volunteers through training and development. The organisation recognises that its success depends on the commitment and skills of our staff and volunteers, and we are committed to providing opportunities for them to develop their skills, knowledge, and experience. CCA also intends to explore opportunities for partnerships and collaborations with other organisations, leveraging the collective expertise and resources of the community to achieve its objectives.

We would like to express our thanks and gratitude to our funders, partners, and supporters. Their support has been absolutely invaluable to us and our mission throughout the past year. Without their generous contributions and belief in our work, we would not have been able to accomplish everything that we have achieved during the year. We look forward to continuing to collaborate with them all as well as developing new relationships that will strengthen our organisation and enable us to achieve even more for the local community in the coming months and years.

### **Financial review**

Crawley Community Action embraced the new focus and strategic direction to maintain our core services delivery in the year. This was in line with the planning process developed in response to our client and funders needs.

Unrestricted Income funds in hand at the year-end were £265,291 (2022:£164,821).

Mindful of the obligation for the potential liability for the deficit on the pension scheme, certain sums had been set aside over many years. In the 2018 accounts, a transfer was made to formally set up a Designated Fund out of Unrestricted funds in hand to cover the potential additional amount of £65,000 estimated participating employer's debt on withdrawal liability for the portion of the pension fund deficit attributed to Crawley Community & Voluntary Service over and above that already provided in the accounts.

Restricted Income funds in hand at the year-end were £117,992 (2022: £60,615). See Note 15 to the accounts for Restricted Income funds tables and the Restricted Income funds operations.

All of the assets of the charity are used to carry out its objectives

### **Reserves policy**

Crawley Community Action Ltd receives funding from different sources to provide services in the promotion of charitable purposes for the benefit of the Crawley community in line with its objects. These funds are normally provided for an agreed period, usually one year. Such funding normally permits underspends to be carried forward flexibly to continue service provision into part of the subsequent year and thus make best use of resources.

The trustees, from long established practice, would expect any intention of these funders to withdraw (or substantially reduce) the level of such annual funding to be the subject of long-term discussions signaled well in advance.

Provided funders gave sufficient notice of intention to make such changes, the trustees would respond to effect any organisational changes required to meet new financial constraints in an ordered manner and in good time, so as to avoid having to take precipitous actions to the detriment of staff, their duties and the services provided to the community.

# **CRAWLEY COMMUNITY ACTION LTD**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

***FOR THE YEAR ENDED 31 MARCH 2023***

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Nevertheless the trustees believe it is important they hold as financial reserves at all times, the funds necessary to secure the loyalty and continuous employment of trained staff, trusted contacts and relationships with clients and colleagues, and maintenance of facilities and contracted services to ensure an ordered service provision capacity beyond short-term measures. The trustees only wish to have these financial reserves at a minimum level and therefore review the funds required annually.

The reserves policy will fund:

- The amount required to write down fixed assets to their realisable disposal value in the event they become redundant upon a forced closedown
- Support to employees in finding alternative employment
- Termination pay to employees under their notice and pay contract conditions
- Terminating service contracts, such as office rent and equipment
- Office closure costs, removals and document retention
- Participating employer's debt on withdrawal from pension scheme
- Contingency sum for outstanding liabilities
- Any reimbursement of funding as required by funders
- Legal and advisory costs on orderly withdrawal from activities
- Accountancy, audit, independent examination and other costs of winding up

The trustees consider that unrestricted funds levels of between £120,000 - £180,000 is sufficient.

The trustees may at any time create a reserve for any purpose contained in the Business Plan, or as required and approved by the funder, or close out a reserve when no longer required or appropriate. The trustees may create and maintain the reserves aggregated as a pool within general activity income funds, not necessarily wholly specific to general activity such that part may be related and applied in the event ultimately against any Restricted Income fund activity if or as required.

### **Investment policy**

The policy is to place the investment of surplus funds in the bank deposit accounts with The Royal Bank of Scotland plc. The policy, in line with the bank changing the range of deposits accounts available, is to continue solely with the operation of a deposit for the portion of funds not envisioned to be needed to be drawn in the shorter term to be placed on deposit with a withdrawal notice period of ninety-five days.

The trustees examine the major strategic, business and operational risks that the charity faces. The trustees confirm that systems are in place and monitored to mitigate those risks. These systems are subjected to regular review, including the updating of insurance cover, staff employment procedures, financial procedures and authorisation processes.

### **Plans for future periods**

During the year, we experienced some of the most significant challenges the charity has ever faced. A large drop in our income, with little notice, necessitated a Herculean effort from Trustees and the staff team to ensure that the charity was able to weather this storm. In rising to this challenge, we have demonstrated the charity is able to respond to the most demanding of situations. We have implemented a new business model, which has seen us develop relationships with new funders and diversify our funding.

We end the year with the charity in a strong position to continue to build on the progress we have made. For over 60 years Crawley Community Action has been making a positive contribution to our community. We are pleased to remain in a strong position to be planning for our future and responding to the needs of our beneficiaries.

In the coming year we are looking forward to:

- Working with the National Lottery Reaching Communities Fund to develop our new volunteering programme 'Crawley Volunteers'
- Continuing to work with Heads On and the NHS Community Partnership Fund to who support our Living Healthier Lives project.
- Developing new services at the Orchard to ensure that it is sustainable and that it continues to serve the needs of local voluntary and community sector.
- Working with our funders and partners in the NHS to continue to support clients through our successful Crawley Social Prescribing service.
- Providing the best possible support to local community groups with support from the Postcode Society Trust and Crawley Borough Council.

### **Structure, governance and management**

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# **CRAWLEY COMMUNITY ACTION LTD**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

***FOR THE YEAR ENDED 31 MARCH 2023***

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The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Sue Bloom (Chair) (Appointed 02/10/2013)

Ashwin Soni (Finance Director) (Appointed 10/10/2019)

Jeremy Yeats-Edwards (Vice-Chair) (Appointed 05/10/2009)

Paul Castle (Company Secretary) (Appointed 03/10/2011)

Chris Cheshire DL (Appointed 17/09/2004) (Resigned 1 June 2022)

Dr Iyadh Daoud (Appointed 19/09/2003)

Vivienne Gray (Appointed 02/10/2013)

Marilyn Le Feuvre (Appointed 10/10/2018)

David Murphy (Appointed 17/07/2002)

Peter Mansfield-Clark (Appointed 20 January 2022)

The trustees are members of the charitable company. Under the Memorandum and Articles of Association the liability of the members is limited, undertaking to contribute to the assets of the charitable company in the event of a winding up, an amount not exceeding £1.

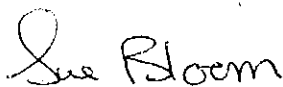
Trustees are elected by members of the charitable company at a General Meeting.

Not less than three quarters of the board of trustees from time to time shall be, or be elected by, members of the charitable company, i.e. representing an organisation which is a member of the charitable company. The board of trustees may from time to time appoint any person to be a trustee to fill a casual vacancy to hold office until the next Annual General Meeting.

The trustees examine the major strategic, business and operational risks that the charity faces. The trustees confirm that systems are in place and monitored to mitigate those risks. These systems are subjected to regular review, including the updating of insurance cover, staff employment procedures, financial procedures and authorisation processes. The principal risks relate to keeping up-to-date with legislation and regulations, and to having robust IT systems and communication, adequate funding, good staffing, and other resources to enhance performance on projects to develop and sustain well-funded services.

New trustees are given an induction pack which contains the Memorandum and Articles of the Association and a copy of the current policies and procedures. This pack is used alongside training given by the experienced members of the board and the Chief Executive.

The trustees' report was approved by the Board of Trustees.



Sue Bloom (Chair) (Appointed 02/10/2013)

Trustee

Date: 27 July 2023

# **CRAWLEY COMMUNITY ACTION LTD**

## **INDEPENDENT EXAMINER'S REPORT**

### **TO THE TRUSTEES OF CRAWLEY COMMUNITY ACTION LTD**

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I report to the trustees on my examination of the financial statements of Crawley Community Action Ltd (the charitable company) for the year ended 31 March 2023.

#### **Responsibilities and basis of report**

As the trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charitable 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 charitable company's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

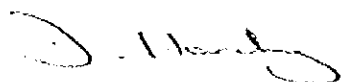
#### **Independent examiner's statement**

Since the charitable 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 , 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 that in any material respect:

- 1 accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements 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 financial statements to be reached.



**Darren Harding ACA FCCA DChA**  
Richard Place Dobson Services Limited  
1-7 Station Road  
Crawley  
West Sussex  
RH10 1HT

Dated: 11 August 2023

# CRAWLEY COMMUNITY ACTION LTD

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 31 MARCH 2023**

### Current financial year

|                                                            |       | Unrestricted<br>funds<br>general<br>2023<br>£ | Unrestricted<br>funds<br>designated<br>2023<br>£ | Restricted<br>funds<br>2023<br>£ | Total<br>2023<br>£ | Total<br>2022<br>£ |
|------------------------------------------------------------|-------|-----------------------------------------------|--------------------------------------------------|----------------------------------|--------------------|--------------------|
|                                                            | Notes |                                               |                                                  |                                  |                    |                    |
| <b>Income from:</b>                                        |       |                                               |                                                  |                                  |                    |                    |
| Donations                                                  | 3     | 116,548                                       | -                                                | 351,655                          | 468,203            | 438,962            |
| Charitable activities                                      | 4     | 178,107                                       | -                                                | -                                | 178,107            | 112,409            |
| Investments                                                | 5     | 1,941                                         | -                                                | -                                | 1,941              | 97                 |
| <b>Total income</b>                                        |       | <b>296,596</b>                                | <b>-</b>                                         | <b>351,655</b>                   | <b>648,251</b>     | <b>551,468</b>     |
| <b>Expenditure on:</b>                                     |       |                                               |                                                  |                                  |                    |                    |
| <b>Charitable activities</b>                               |       |                                               |                                                  |                                  |                    |                    |
| Provision of CCA support                                   | 6     | 200,695                                       | -                                                | 290,928                          | 491,623            | 498,726            |
| <b>Total charitable expenditure</b>                        |       | <b>200,695</b>                                | <b>-</b>                                         | <b>290,928</b>                   | <b>491,623</b>     | <b>498,726</b>     |
| <b>Net incoming resources before transfers</b>             |       | <b>95,901</b>                                 | <b>-</b>                                         | <b>60,727</b>                    | <b>156,628</b>     | <b>52,742</b>      |
| Gross transfers between funds                              |       | 3,350                                         | -                                                | (3,350)                          | -                  | -                  |
| <b>Net income for the year/<br/>Net incoming resources</b> |       | <b>99,251</b>                                 | <b>-</b>                                         | <b>57,377</b>                    | <b>156,628</b>     | <b>52,742</b>      |
| <b>Other recognised gains and losses</b>                   |       |                                               |                                                  |                                  |                    |                    |
| Actuarial gain on defined benefit pension schemes          |       | 1,219                                         | -                                                | -                                | 1,219              | 13,930             |
| <b>Net movement in funds</b>                               |       | <b>100,470</b>                                | <b>-</b>                                         | <b>57,377</b>                    | <b>157,847</b>     | <b>66,672</b>      |
| Fund balances at 1 April 2022                              |       | 164,821                                       | 73,000                                           | 60,615                           | 298,436            | 231,764            |
| <b>Fund balances at 31 March 2023</b>                      |       | <b>265,291</b>                                | <b>73,000</b>                                    | <b>117,992</b>                   | <b>456,283</b>     | <b>298,436</b>     |

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# CRAWLEY COMMUNITY ACTION LTD

## STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 31 MARCH 2023**

| <b>Prior financial year</b>                                |              |                                                          |                                                             |                                            |                             |
|------------------------------------------------------------|--------------|----------------------------------------------------------|-------------------------------------------------------------|--------------------------------------------|-----------------------------|
|                                                            |              | <b>Unrestricted<br/>funds<br/>general<br/>2022<br/>£</b> | <b>Unrestricted<br/>funds<br/>designated<br/>2022<br/>£</b> | <b>Restricted<br/>funds<br/>2022<br/>£</b> | <b>Total<br/>2022<br/>£</b> |
|                                                            | <b>Notes</b> |                                                          |                                                             |                                            |                             |
| <b><u>Income from:</u></b>                                 |              |                                                          |                                                             |                                            |                             |
| Donations                                                  | 3            | 71,071                                                   | -                                                           | 367,891                                    | 438,962                     |
| Charitable activities                                      | 4            | 112,409                                                  | -                                                           | -                                          | 112,409                     |
| Investments                                                | 5            | 97                                                       | -                                                           | -                                          | 97                          |
| <b>Total income</b>                                        |              | <b>183,577</b>                                           | <b>-</b>                                                    | <b>367,891</b>                             | <b>551,468</b>              |
| <b><u>Expenditure on:</u></b>                              |              |                                                          |                                                             |                                            |                             |
| <b><u>Charitable activities</u></b>                        |              |                                                          |                                                             |                                            |                             |
| Provision of CCA support                                   | 6            | 197,619                                                  | -                                                           | 301,107                                    | 498,726                     |
| <b>Total charitable expenditure</b>                        |              | <b>197,619</b>                                           | <b>-</b>                                                    | <b>301,107</b>                             | <b>498,726</b>              |
| <b>Net incoming resources before transfers</b>             |              | <b>(14,042)</b>                                          | <b>-</b>                                                    | <b>66,784</b>                              | <b>52,742</b>               |
| Gross transfers between funds                              |              | (15,274)                                                 | 25,000                                                      | (9,726)                                    | -                           |
| <b>Net income for the year/<br/>Net incoming resources</b> |              | <b>(29,316)</b>                                          | <b>25,000</b>                                               | <b>57,058</b>                              | <b>52,742</b>               |
| <b><u>Other recognised gains and losses</u></b>            |              |                                                          |                                                             |                                            |                             |
| Actuarial gain on defined benefit pension schemes          |              | 13,930                                                   | -                                                           | -                                          | 13,930                      |
| <b>Net movement in funds</b>                               |              | <b>(15,386)</b>                                          | <b>25,000</b>                                               | <b>57,058</b>                              | <b>66,672</b>               |
| Fund balances at 1 April 2021                              |              | 180,207                                                  | 48,000                                                      | 3,557                                      | 231,764                     |
| <b>Fund balances at 31 March 2022</b>                      |              | <b>164,821</b>                                           | <b>73,000</b>                                               | <b>60,615</b>                              | <b>298,436</b>              |

# CRAWLEY COMMUNITY ACTION LTD

## BALANCE SHEET

AS AT 31 MARCH 2023

|                                                       | Notes | 2023<br>£      | £              | 2022<br>£      | £              |
|-------------------------------------------------------|-------|----------------|----------------|----------------|----------------|
| <b>Current assets</b>                                 |       |                |                |                |                |
| Debtors                                               | 11    | 38,567         |                | 59,156         |                |
| Cash at bank and in hand                              |       | 429,013        |                | 430,662        |                |
|                                                       |       | <u>467,580</u> |                | <u>489,818</u> |                |
| <b>Creditors: amounts falling due within one year</b> | 12    | (9,154)        |                | (188,020)      |                |
| Net current assets                                    |       |                | 458,426        |                | 301,798        |
| <b>Provisions for liabilities</b>                     |       |                | (2,143)        |                | (3,362)        |
| <b>Net assets</b>                                     |       |                | <u>456,283</u> |                | <u>298,436</u> |
| <b>Income funds</b>                                   |       |                |                |                |                |
| Restricted funds                                      | 15    |                | 117,992        |                | 60,615         |
| <u>Unrestricted funds</u>                             |       |                |                |                |                |
| Designated funds                                      | 16    | 73,000         |                | 73,000         |                |
| General unrestricted funds                            |       | <u>265,291</u> |                | <u>164,821</u> |                |
|                                                       |       |                | <u>338,291</u> |                | <u>237,821</u> |
|                                                       |       |                | <u>456,283</u> |                | <u>298,436</u> |

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2023.

The directors 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 members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 27/07/2023.



Ashwin Soni (Finance Director) (Appointed 10/10/2019)  
Trustee



Paul Castle (Company Secretary) (Appointed 03/10/2011)  
Trustee

Company registration number 04488714

# CRAWLEY COMMUNITY ACTION LTD

## NOTES TO THE FINANCIAL STATEMENTS

*FOR THE YEAR ENDED 31 MARCH 2023*

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### **1 Accounting policies**

#### **Charity information**

Crawley Community Action Ltd is a charitable company limited by guarantee incorporated in England and Wales. The registered office is The Orchard, 1-2 Glencagles Court, Brighton Road, Crawley, West Sussex, RH10 6AD.

#### **1.1 Accounting convention**

The financial statements have been prepared in accordance with the charitable company's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charitable company is a Public Benefit Entity as defined by FRS 102.

The charitable company has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charitable company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### **1.2 Going concern**

At the time of approving the financial statements, the trustees have a reasonable expectation that the charitable company has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### **1.3 Charitable funds**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The purpose and use of the designated fund is described and set out in the notes to the accounts.

Restricted Income funds are those which are to be used in accordance within the specific restrictions imposed by the grant providers, donors, or other income providers for particular purposes. The purpose and use of the Restricted Income funds is described and set out in the notes to the accounts.

#### **1.4 Income**

Income is recognised when the charitable company is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Income from charitable activities includes income from grants and contract income, donations, management fees and other income generated to supplement funding towards providing core services, and includes premises management operation income of rent, service charges and other premises activity related income from the hire of the meeting rooms at The Orchard generated to provide services to tenants.

Investment income comprises interest earned on bank deposits.

#### **1.5 Expenditure**

Liabilities and related expenditure are recognised in full in the accounts as soon as the obligation arises. All expenditure is accounted for on an accruals basis and includes attributable Value Added Tax (VAT) which cannot be recovered. Charitable activities are all the resources expended by the charitable company in undertaking its work to meet its charitable objectives.

# **CRAWLEY COMMUNITY ACTION LTD**

## **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2023**

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### **1 Accounting policies**

**(Continued)**

#### **1.6 Tangible fixed assets**

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses. Fixed assets such as computer and office equipment are capitalised if the purchase cost exceeds £10,000.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

|                  |                         |
|------------------|-------------------------|
| Office equipment | 1-2 years Straight Line |
|------------------|-------------------------|

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

The purchase of minor items of computer and office equipment, and accounting software is not capitalised as tangible fixed assets but written off to the income and expenditure account in the year of purchase on the basis that they retain little value.

#### **1.7 Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks and other short-term liquid investments with original maturities of three months or less.

#### **1.8 Financial instruments**

The charitable 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.

#### **1.9 Taxation**

The charitable company is a registered charity, and is exempt from corporation tax on its income applied for charitable purposes.

#### **1.10 Provisions**

Provisions are recognised when the charitable company has a legal or constructive present obligation as a result of a past event, it is probable that the charitable company will be required to settle that obligation and a reliable estimate can be made of the amount of the obligation.

The amount recognised as a provision is the best estimate of the consideration required to settle the present obligation at the reporting end date, taking into account the risks and uncertainties surrounding the obligation. Where the effect of the time value of money is material, the amount expected to be required to settle the obligation is recognised at present value. When a provision is measured at present value, the unwinding of the discount is recognised as a finance cost in net income/(expenditure) in the period in which it arises.

#### **1.11 Employee benefits**

The costs of short-term employee benefits are recognised as a liability and an expense.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charitable company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

# CRAWLEY COMMUNITY ACTION LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

### 1 Accounting policies

(Continued)

#### 1.12 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

The scheme is a multi-employer scheme where the scheme is currently in deficit, and since the charitable company has agreed to a deficit funding arrangement, the charitable company recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. Further details are given in the notes to the accounts.

#### 1.13 Debtors

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

#### 1.14 Creditors

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

### 2 Critical accounting estimates and judgements

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

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

#### Deferred income

Grant or contract income is deferred where the income is in respect of a future accounting period.

#### Pension liability

A provision is made for a potential pension funding shortfall in the accounts. The provision is based on an estimated shortfall figure provided by the scheme actuary.

### 3 Donations

|                                                              | Unrestricted<br>funds<br>general<br>2023<br>£ | Restricted<br>funds<br>2023<br>£ | Total<br>2023<br>£ | Unrestricted<br>funds<br>general<br>2022<br>£ | Restricted<br>funds<br>2022<br>£ | Total<br>2022<br>£ |
|--------------------------------------------------------------|-----------------------------------------------|----------------------------------|--------------------|-----------------------------------------------|----------------------------------|--------------------|
| Donations                                                    | 999                                           | -                                | 999                | -                                             | -                                | -                  |
| Grants and contract income<br>receivable for core activities | 115,549                                       | 351,655                          | 467,204            | 71,071                                        | 367,891                          | 438,962            |
|                                                              | <u>116,548</u>                                | <u>351,655</u>                   | <u>468,203</u>     | <u>71,071</u>                                 | <u>367,891</u>                   | <u>438,962</u>     |

# CRAWLEY COMMUNITY ACTION LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

*FOR THE YEAR ENDED 31 MARCH 2023*

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### 4 Charitable activities

|                                    | Provision of<br>CCA support<br>2023<br>£ | Provision of<br>CCA support<br>2022<br>£ |
|------------------------------------|------------------------------------------|------------------------------------------|
| Sales within charitable activities | 100,333                                  | 73,696                                   |
| Charitable rental income           | 73,675                                   | 37,725                                   |
| Other income                       | 4,099                                    | 988                                      |
|                                    | <u>178,107</u>                           | <u>112,409</u>                           |

### 5 Investments

|                     | Unrestricted<br>funds<br>general<br>2023<br>£ | Unrestricted<br>funds<br>general<br>2022<br>£ |
|---------------------|-----------------------------------------------|-----------------------------------------------|
| Interest receivable | <u>1,941</u>                                  | <u>97</u>                                     |

# CRAWLEY COMMUNITY ACTION LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2023**

### 6 Charitable activities

|                                        | Provision of<br>CCA support<br>2023<br>£ | Provision of<br>CCA support<br>2022<br>£ |
|----------------------------------------|------------------------------------------|------------------------------------------|
| Staff costs                            | 345,377                                  | 322,882                                  |
| Staff/Volunteer travelling             | 1,031                                    | 327                                      |
| Staff training                         | 183                                      | 180                                      |
| Fundraising costs                      | 5,500                                    | 5,825                                    |
| Recruitment advertising                | 83                                       | 348                                      |
| Project fees                           | 31,404                                   | 63,996                                   |
| Marketing costs                        | 12,485                                   | 5,447                                    |
| Rent                                   | -                                        | 2,894                                    |
|                                        | <u>396,063</u>                           | <u>401,899</u>                           |
| Share of support costs (see note 7)    | 88,965                                   | 91,857                                   |
| Share of governance costs (see note 7) | 6,595                                    | 4,970                                    |
|                                        | <u>491,623</u>                           | <u>498,726</u>                           |
| <b>Analysis by fund</b>                |                                          |                                          |
| Unrestricted funds - general           | 200,695                                  | 197,619                                  |
| Restricted funds                       | 290,928                                  | 301,107                                  |
|                                        | <u>491,623</u>                           | <u>498,726</u>                           |

# CRAWLEY COMMUNITY ACTION LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

### 7 Support costs

|                                        | Support costs | Governance costs | 2023          | Support costs | Governance costs | 2022          |
|----------------------------------------|---------------|------------------|---------------|---------------|------------------|---------------|
|                                        | £             | £                | £             | £             | £                | £             |
| Service and water charges              | 6,771         | -                | 6,771         | 5,786         | -                | 5,786         |
| Insurance                              | 5,008         | -                | 5,008         | 4,513         | -                | 4,513         |
| Light and heat                         | 24,020        | -                | 24,020        | 12,402        | -                | 12,402        |
| Maintenance and other premises costs   | 19,626        | -                | 19,626        | 16,185        | -                | 16,185        |
| Office equipment                       | 7,139         | -                | 7,139         | 8,275         | -                | 8,275         |
| Printing, postage and stationery       | 1,765         | -                | 1,765         | 6,708         | -                | 6,708         |
| Telephone                              | 8,420         | -                | 8,420         | 12,209        | -                | 12,209        |
| Subscriptions                          | 1,302         | -                | 1,302         | 1,416         | -                | 1,416         |
| Consultancy fees and software          | 13,062        | -                | 13,062        | 22,667        | -                | 22,667        |
| General expenses                       | 1,852         | -                | 1,852         | 1,696         | -                | 1,696         |
| Independent examination fees           | -             | 3,799            | 3,799         | -             | 3,000            | 3,000         |
| Legal and professional                 | -             | 2,550            | 2,550         | -             | 1,970            | 1,970         |
| Bank charges                           | -             | 246              | 246           | -             | -                | -             |
|                                        | <u>88,965</u> | <u>6,595</u>     | <u>95,560</u> | <u>91,857</u> | <u>4,970</u>     | <u>96,827</u> |
| Analysed between Charitable activities | <u>88,965</u> | <u>6,595</u>     | <u>95,560</u> | <u>91,857</u> | <u>4,970</u>     | <u>96,827</u> |

Governance costs includes payments to the Independent Examiner of £3,000 (2022- £3,000) for the independent examination.

### 8 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charitable company during the year.

#### Trustees' expenses

There were a total of £616 expenses paid to trustees in the year ended 31 March 2022 (2021: £803).

# CRAWLEY COMMUNITY ACTION LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2023**

### 9 Employees

The average monthly number of employees during the year was:

|                      | 2023<br>Number | 2022<br>Number |
|----------------------|----------------|----------------|
| Core service         | 3              | 4              |
| Premises management  | 2              | 1              |
| Social prescribing   | 3              | 5              |
| Crawley Volunteers   | 1              | -              |
| Thriving Communities | 2              | -              |
| Total                | 11             | 10             |

| Employment costs      | 2023<br>£ | 2022<br>£ |
|-----------------------|-----------|-----------|
| Wages and salaries    | 297,281   | 278,470   |
| Social security costs | 28,388    | 24,778    |
| Other pension costs   | 19,708    | 19,634    |
|                       | 345,377   | 322,882   |

#### Key Management Personnel

5 (2022: 1) member of staff was deemed to be key management personnel. The total employment benefits of key management personnel were £196,227 (2021 - £40,209).

There were no employees whose annual remuneration was more than £60,000.

### 10 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

### 11 Debtors

|                                      | 2023<br>£ | 2022<br>£ |
|--------------------------------------|-----------|-----------|
| Amounts falling due within one year: |           |           |
| Trade debtors                        | 35,328    | 56,357    |
| Other debtors                        | 289       | 2,799     |
| Prepayments and accrued income       | 2,950     | -         |
|                                      | 38,567    | 59,156    |

# CRAWLEY COMMUNITY ACTION LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2023

#### 12 Creditors: amounts falling due within one year

|                 | Notes | 2023<br>£    | 2022<br>£      |
|-----------------|-------|--------------|----------------|
| Deferred income | 14    | -            | 103,234        |
| Trade creditors |       | 2,734        | 78,817         |
| Other creditors |       | 3,420        | 3,149          |
| Accruals        |       | 3,000        | 2,820          |
|                 |       | <u>9,154</u> | <u>188,020</u> |

#### Provisions for liabilities

|                   | 2023<br>£    | 2022<br>£    |
|-------------------|--------------|--------------|
| Pension provision | <u>2,143</u> | <u>3,362</u> |

#### Movements on provisions:

|                                        | Pension<br>provision<br>£ |
|----------------------------------------|---------------------------|
| At 1 April 2022                        | 3,362                     |
| Utilisation of provision               | (1,225)                   |
| Unwinding of discount                  | 63                        |
| Adjustment for change in discount rate | (57)                      |
| At 31 March 2023                       | <u>2,143</u>              |

Eligible employees participate in a pension scheme. Crawley Community Action Ltd, the employer, contributes an additional amount to the employee's contribution deducted from monthly payroll to a pension scheme administered by The Pensions Trust. The employer's regular contribution is 6% of the employee's gross salary with the employee equally contributing 6% of gross salary. The scheme is a defined contribution scheme. The assets of the scheme are held separately from those of the organisation in an independently administered fund. The cost of providing pensions for the year ended 31 March 2023, including additional employer contributions of £1,225 (2022: £4,376) levied by the pension scheme administrator towards reducing the pension fund deficit, amounted to £19,708 (2022: £19,634) and is included within the charge for salaries.

The company participates in the scheme, a multi-employer scheme which provides benefits to some 950 non-associated participating employers. The scheme is a defined benefit scheme in the UK. It is not possible for the company to obtain sufficient information to enable it to account for the scheme as a defined benefit scheme. Therefore it accounts for the scheme as a defined contribution scheme.

The scheme is subject to the funding legislation outlined in the Pensions Act 2004 which came into force on 30 December 2005. This, together with documents issued by the Pensions Regulator and Technical Actuarial Standards issued by the Financial Reporting Council, set out the framework for funding defined benefit occupational pension schemes in the UK.

# CRAWLEY COMMUNITY ACTION LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

(Continued)

### Provisions for liabilities

Following a change in legislation in 2005 there is a potential debt to the employer that could be levied by the Trustee of Growth Plan. The Trustee's current policy is that it only applies to employers with pre October 2001 liabilities in the Growth Plan. The debt is due in the event of the employer ceasing to participate in the Growth Plan or the Growth Plan winding up. The amount of the debt depends on many factors and can be volatile over time.

Crawley Community Action Ltd was notified in July 2023 by The Pension Trust of the estimated employer debt on withdrawal from the Growth Plan based on the financial positions of the Growth Plan at 30 September 2022. As of that date the estimated amount of employer debt on withdrawal liability for Crawley Community Action Ltd was calculated as £21,586.

Crawley Community Action Ltd was notified in July 2022 by The Pension Trust of the estimated employer debt on withdrawal from the Growth Plan based on the financial positions of the Growth Plan at 30 September 2021. As of that date the estimated amount of employer debt on withdrawal liability for Crawley Community Action Ltd was calculated as £35,421.

The scheme is classified as a 'last-man standing arrangement'. Therefore the company is potentially liable for other participating employers' obligations if those employers are unable to meet their share of the scheme deficit following withdrawal from the scheme. Participating employers are legally required to meet their share of the scheme deficit on an annuity purchase basis on withdrawal from the scheme.

A full actuarial valuation for the scheme was carried out at 30 September 2020. This valuation showed assets of £800.3m, liabilities of £831.9m and a deficit of £31.6m. To eliminate this funding shortfall, the Trustee has asked the participating employers to pay additional contributions to the scheme as follows:

#### Deficit contributions

|                                       |                      |                   |
|---------------------------------------|----------------------|-------------------|
| From 1 April 2022 to 31 January 2025: | £3,312,000 per annum | (payable monthly) |
|---------------------------------------|----------------------|-------------------|

Unless a concession has been agreed with the Trustee the term to 31 January 2025 applies.

Note that the scheme's previous valuation was carried out with an effective date of 30 September 2017. This valuation showed assets of £794.9m, liabilities of £926.4m and a deficit of £131.5m. To eliminate this funding shortfall, the Trustee asked the participating employers to pay additional contributions to the scheme as follows:

#### Deficit contributions

|                                         |                       |                                                          |
|-----------------------------------------|-----------------------|----------------------------------------------------------|
| From 1 April 2019 to 30 September 2025: | £11,243,000 per annum | (payable monthly and increasing by 3% each on 1st April) |
|-----------------------------------------|-----------------------|----------------------------------------------------------|

The recovery plan contributions are allocated to each participating employer in line with their estimated share of the Series 1 and Series 2 scheme liabilities.

Where the scheme is in deficit and where the company has agreed to a deficit funding arrangement the company recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. The present value is calculated using the discount rate detailed in these disclosures. The unwinding of the discount rate is recognised as a finance cost.

# CRAWLEY COMMUNITY ACTION LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

(Continued)

### Provisions for liabilities

#### RECONCILIATION OF OPENING AND CLOSING PROVISIONS

|                                                          | Period Ending<br>31 March 2023<br>(£s) | Period Ending<br>31 March 2022<br>(£s) |
|----------------------------------------------------------|----------------------------------------|----------------------------------------|
| Provision at start of period                             | 3,362                                  | 17,292                                 |
| Unwinding of the discount factor (interest expense)      | 63                                     | 100                                    |
| Deficit contribution paid                                | (1,225)                                | (4,376)                                |
| Remeasurements - impact of any change in assumptions     | (57)                                   | (77)                                   |
| Remeasurements - amendments to the contribution schedule | -                                      | (9,577)                                |
| Provision at end of period                               | 2,143                                  | 3,362                                  |

#### INCOME AND EXPENDITURE IMPACT

|                                                          | Period Ending<br>31 March 2023<br>(£s) | Period Ending<br>31 March 2022<br>(£s) |
|----------------------------------------------------------|----------------------------------------|----------------------------------------|
| Interest expense                                         | 63                                     | 100                                    |
| Remeasurements – impact of any change in assumptions     | (57)                                   | (77)                                   |
| Remeasurements – amendments to the contribution schedule | -                                      | (9,577)                                |
| Contributions paid in respect of future service*         | *                                      | *                                      |
| Costs recognised in income and expenditure account       | *                                      | *                                      |

\*includes defined contribution schemes and future service contributions (i.e. excluding any deficit reduction payments) to defined benefit schemes which are treated as defined contribution schemes. To be completed by the company.

#### ASSUMPTIONS

|                  | 31 March 2023<br>% per annum | 31 March 2022<br>% per annum | 31 March 2021<br>% per annum |
|------------------|------------------------------|------------------------------|------------------------------|
| Rate of discount | 5.52                         | 2.35                         | 0.66                         |

The discount rates shown above are the equivalent single discount rates which, when used to discount the future recovery plan contributions due, would give the same results as using a full AA corporate bond yield curve to discount the same recovery plan contributions.

The following schedule details the deficit contributions agreed between the company and the scheme at each year end period:

#### DEFICIT CONTRIBUTIONS SCHEDULE

| Year ending | 31 March 2023<br>(£s) | 31 March 2022<br>(£s) | 31 March 2021<br>(£s) |
|-------------|-----------------------|-----------------------|-----------------------|
| Year 1      | 1,225                 | 1,225                 | 4,376                 |
| Year 2      | 1,021                 | 1,225                 | 4,507                 |
| Year 3      | -                     | 1,021                 | 4,642                 |
| Year 4      | -                     | -                     | 3,985                 |

The company must recognise a liability measured as the present value of the contributions payable that arise from the deficit recovery agreement and the resulting expense in the income and expenditure account i.e. the unwinding of the discount rate as a finance cost in the period in which it arises.

# CRAWLEY COMMUNITY ACTION LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

### 14 Deferred income

|                              | 2023<br>£ | 2022<br>£ |
|------------------------------|-----------|-----------|
| Arising from Deferred income | -         | 103,234   |

### 15 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

|                        | Movement in funds          |                       |                       |                |                             |
|------------------------|----------------------------|-----------------------|-----------------------|----------------|-----------------------------|
|                        | Balance at<br>1 April 2022 | Incoming<br>resources | Resources<br>expended | Transfers      | Balance at<br>31 March 2023 |
|                        | £                          | £                     | £                     | £              | £                           |
| Crawley Volunteers     | -                          | 55,931                | (34,899)              | (350)          | 20,682                      |
| Crawley Active         | -                          | -                     | (300)                 | 5,000          | 4,700                       |
| Thriving communities   | 42,924                     | 91,404                | (99,274)              | (5,000)        | 30,054                      |
| Social Prescribing     | 13,671                     | 149,436               | (124,120)             | (3,000)        | 35,987                      |
| Living Healthier Lives | 4,020                      | 54,884                | (32,335)              | -              | 26,569                      |
|                        | <u>60,615</u>              | <u>351,655</u>        | <u>(290,928)</u>      | <u>(3,350)</u> | <u>117,992</u>              |

|                        | Movement in funds          |                       |                       |           |                             |
|------------------------|----------------------------|-----------------------|-----------------------|-----------|-----------------------------|
|                        | Balance at<br>1 April 2021 | Incoming<br>resources | Resources<br>expended | Transfers | Balance at<br>31 March 2022 |
|                        | £                          | £                     | £                     | £         | £                           |
| Crawley Volunteers     | 3,557                      | -                     | -                     | (3,557)   | -                           |
| Horsham Advice Work    | -                          | 50,400                | (47,231)              | (3,169)   | -                           |
| Thriving communities   | -                          | 117,328               | (74,404)              | -         | 42,924                      |
| Social Prescribing     | -                          | 155,536               | (138,866)             | (3,000)   | 13,671                      |
| SCF                    | -                          | 20,000                | (20,000)              | -         | -                           |
| Living Healthier Lives | -                          | 24,627                | (20,606)              | -         | 4,020                       |
|                        | <hr/>                      | <hr/>                 | <hr/>                 | <hr/>     | <hr/>                       |
|                        | 3,557                      | 367,891               | (301,107)             | (9,726)   | 60,615                      |

### Restricted income funds - Review of operations

The Premises fund is the departmental operation overseen by the Premises Manager to run the building at The Orchard with its many charitable sector tenants. All the building running costs are accounted for by Crawley Community & Voluntary Service as lead manager for The Orchard building, to be then recharged to all tenants by way of rent and a variable quarterly service charge. The Premises fund for The Orchard building premises management operation is accounted for within Crawley Community Action as a distinct restricted income fund operation in order to disclose clear accountability to the tenants.

# CRAWLEY COMMUNITY ACTION LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

*FOR THE YEAR ENDED 31 MARCH 2023*

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### 15 Restricted funds

(Continued)

Over the past years contracts for The Orchard have been reviewed to seek to gain best value for money, and with nearly full occupation of The Orchard, increased meeting room hire income, and income from short-term letting of spare office space.

CCA continues to see The Orchard building as a key resource for tenants and their operations in Crawley providing well-equipped offices, meeting rooms and facilities.

CCA was granted a lease to the building at The Orchard, 1 & 2 Gleneagles Court, Brighton Road, Crawley in 2006 by Crawley Borough Council to manage the building for several charitable organisations to move in together as tenants to create a successful voluntary sector centre for Crawley.

CCA continued with the programme of up-dating the facilities for the benefit of tenants and their staff, room hirers and visitors to The Orchard building.

As part of our membership of the West Sussex Infrastructure Alliance, we have continued to contribute to county-wide initiatives and programmes. This has included developing volunteering services and a piece of work to implement a volunteering system that can be better integrated with our partners across the county. As part of our commitment to the Alliance, and in support of our neighbouring areas, we worked in partnership with Horsham Council to provide developmental support to community groups in their district. This work was delivered by a CCA staff member who was embedded within the council's voluntary sector support service and ensured county-wide infrastructure support was available. Having played an important role in supporting this work, during the year we were pleased to hand it over to a charity based in Horsham as a more appropriate and sustainable way to deliver this service.

In 2020 we received a grant from Sussex Community Foundation to undertake focussed work with groups from minority ethnic communities. Following the decision by the Borough Council to stop core funding for CCA, which included support to local community groups, we sought agreement from the SCF to shift the focus of the funded work. We were very grateful for their flexibility, which enabled us to maintain a broader package of support for the local community. Group development support was made available to minority ethnic groups under our Living Healthier Lives project, which is addressing health inequalities within diverse communities. With these separate strands of work we were able to maintain our group development offer to the local community.

Social Prescribing has been a significant part of our work during the year. This includes our contract with the Clinical Commissioning Group (now Integrated Care Service) to provide social prescribing services to local residents. This work has been undertaken as part of our Crawley Social Prescribing service. We have also delivered other pieces of work as part of our social prescribing services. We have undertaken specialist social prescribing work with people from minority communities, as well as increasing our engagement with those communities to raise awareness of social prescribing. This work has been carried out as part of our Living Healthier Lives Project. We have also been active in leading developments in social prescribing across the South East region. Crawley Community Action hosts the South East Regional Lead for the Thriving Communities Programme, run by the National Academy for Social Prescribing (NASP). This programme's aim is to support the voluntary and community sector and social enterprises to engage with social prescribing. Part of the Thriving Communities programme involves recruiting voluntary and community sector organisations to the Learning Together programme and offering funding and communication opportunities from NASP partners. This fund is restricted to the work that is being undertaken by NASP and their partners.

# CRAWLEY COMMUNITY ACTION LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

### 16 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

|                             | Balance at<br>1 April 2021 | Transfers     | Balance at<br>1 April 2022 | Movement in<br>funds<br>Incoming<br>resources | Balance at<br>31 March 2023 |
|-----------------------------|----------------------------|---------------|----------------------------|-----------------------------------------------|-----------------------------|
|                             | £                          | £             | £                          | £                                             | £                           |
| Redundancy provision        | 8,000                      | -             | 8,000                      | -                                             | 8,000                       |
| Pension liability provision | 40,000                     | 25,000        | 65,000                     | -                                             | 65,000                      |
|                             | <u>48,000</u>              | <u>25,000</u> | <u>73,000</u>              | <u>-</u>                                      | <u>73,000</u>               |

The redundancy provision is the amount set aside by the trustees to establish a fund for future redundancy costs.

The pension liability provision is the amount set aside by the trustees to establish a fund to cover the potential additional amount of estimated participating employer's debt on withdrawal liability for the portion of the pension fund deficit attributed to Crawley Community Action Ltd over and above that already provided in the accounts.

### 17 Analysis of net assets between funds

|                                                    | Unrestricted<br>funds<br>2023<br>£ | Designated<br>funds<br>2023<br>£ | Restricted<br>funds<br>2023<br>£ | Total<br>2023<br>£ |
|----------------------------------------------------|------------------------------------|----------------------------------|----------------------------------|--------------------|
| Fund balances at 31 March 2023 are represented by: |                                    |                                  |                                  |                    |
| Current assets/(liabilities)                       | 267,434                            | 73,000                           | 117,992                          | 458,426            |
| Provisions                                         | (2,143)                            | -                                | -                                | (2,143)            |
|                                                    | <u>265,291</u>                     | <u>73,000</u>                    | <u>117,992</u>                   | <u>456,283</u>     |
|                                                    |                                    |                                  |                                  |                    |
|                                                    | Unrestricted<br>funds<br>2022<br>£ | Designated<br>funds<br>2022<br>£ | Restricted<br>funds<br>2022<br>£ | Total<br>2022<br>£ |
| Fund balances at 31 March 2020 are represented by: |                                    |                                  |                                  |                    |
| Current assets/(liabilities)                       | 168,183                            | 73,000                           | 60,615                           | 301,798            |
| Provisions                                         | (3,362)                            | -                                | -                                | (3,362)            |
|                                                    | <u>164,821</u>                     | <u>73,000</u>                    | <u>60,615</u>                    | <u>298,436</u>     |

# CRAWLEY COMMUNITY ACTION LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2023**

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### **18 Operating lease commitments**

At the reporting end date the charitable company had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

|                 | 2023              | 2022              |
|-----------------|-------------------|-------------------|
|                 | £                 | £                 |
| Within one year | -                 | 536               |
|                 | <u>          </u> | <u>          </u> |

The charitable company leases one multifunctional photocopier/printer, and a mail franking machine, as facilities for use by tenants and in office administration. There are two operating leases covering these machines, one lease for a period of sixty months which commenced in May 2017 when the previous lease expired, and one lease for a period of seventy five months which commenced in October 2016. Each lease is payable by quarterly instalments.

### **19 Related party transactions**

There were no disclosable related party transactions during the year (2022 - none).



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# Accounts

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**Charity registration number 1094699**

**Company registration number 04488714 (England and Wales)**

**CRAWLEY COMMUNITY ACTION LTD**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

# CRAWLEY COMMUNITY ACTION LTD

## LEGAL AND ADMINISTRATIVE INFORMATION

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|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Trustees</b>             | Sue Bloom (Chair) (Appointed 02/10/2013)<br>Ashwin Soni (Finance Director) (Appointed 10/10/2019)<br>Jeremy Yeats-Edwards (Vice-Chair) (Appointed 05/10/2009)<br>Paul Castle (Company Secretary) (Appointed 03/10/2011)<br>Chris Cheshire DL (Appointed 17/09/2004)<br>Dr Iyadh Daoud (Appointed 19/09/2003)<br>Vivienne Gray (Appointed 02/10/2013)<br>Marilyn Le Feuvre (Appointed 10/10/2018)<br>David Murphy (Appointed 17/07/2002)<br>Peter Mansfield-Clark (Appointed 20 January 2022) |
| <b>Chief Executive</b>      | Toby Shaw (Appointed 01.04.2022)                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Secretary</b>            | Paul Castle                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Charity number</b>       | 1094699                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Company number</b>       | 04488714                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Registered office</b>    | The Orchard<br>1-2 Gleneagles Court<br>Brighton Road<br>Crawley<br>West Sussex<br>RH10 6AD                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Independent examiner</b> | Darren Harding ACA FCCA DChA<br>Richard Place Dobson Services Limited<br>1-7 Station Road<br>Crawley<br>West Sussex<br>RH10 1HT                                                                                                                                                                                                                                                                                                                                                              |
| <b>Bankers</b>              | Royal Bank of Scotland<br>Drummond House (F) Branch<br>Customer Service Centre<br>1 Redheughs Avenue<br>Edinburgh<br>EH12 9JN                                                                                                                                                                                                                                                                                                                                                                |

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# CRAWLEY COMMUNITY ACTION LTD

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| Balance sheet                     | 12          |
| Notes to the financial statements | 13 - 25     |

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# **CRAWLEY COMMUNITY ACTION LTD**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)**

***FOR THE YEAR ENDED 31 MARCH 2022***

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### **Trustees Report and Accounts**

The trustees present their annual report and financial statements for the year ended 31 March 2022.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charitable company's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

After obtaining the approval of the Charity Commission, the business, assets and funds of the charity, Crawley Council for Voluntary Service registered with the Charity Commission (number 227757), were transferred to a company limited by guarantee with the same name. The charitable company was incorporated on 17 July 2002 with registered number 4488714, and was registered on 21 November 2002 with Charity Commission number 1094699.

### **Objectives and activities of the charity**

At the Special General Meeting held on 9 March 2015, the members adopted a new governing document in the form of a new Memorandum and Articles of Association. The new Memorandum and Articles of Association is based on a National Association for Voluntary and Community Action (NAVCA) model document, approved by the Charity Commission. Under the new Memorandum and Articles of Association, the objects of the charity Crawley Community & Voluntary Service are:

- to promote any charitable purposes for the benefit of the public, principally but not exclusively in the local government area of Crawley and its environs (hereinafter called "the area of benefit") and, in particular, build the capacity of the 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 new governing document re-defined membership to include all charities, voluntary organisations and social enterprises accessing any support or service provided by Crawley Community & Voluntary Service, enabling them to have a say in the management and running of the organisation as a member. From April 2015 membership does not require payment of a subscription, and annual membership is by application form.

### **Public Benefit statement**

The requirements for reporting public benefit in an annual report are that the report will contain:

- i) a report of those activities undertaken by a charity to further its charitable activities for the public benefit, and
- ii) a statement by the charity trustees that they have due regard to public benefit guidance published by the Charity Commission.

The guidance sets out two key principles which need to be met in order to show that an organisation's aims are for the public benefit;

- i) there must be an identifiable benefit or benefits, i.e. the "benefit" principle, and
- ii) the benefit must be to the public or a section of the public, the "public" principle.

The trustees refer to the guidance in the Charity Commission's general guidance on Public Benefit when reviewing the aims and objectives of, and in planning, activities. The trustees endorse these key principles of public benefit, and reflect them into the aims and objectives of the activities they have set. Crawley Community Action typically delivers on these objectives through delivering on the National Association for Voluntary and Community Action (NAVCA) standards.

The nature of the activities carried out by Crawley Community Action are detailed in the narrative of Achievements and Performance in the year in the Trustees' Report, and in other literature and newspaper articles, and on Facebook, Twitter and the website. By means of these narratives and publicity, the trustees show that the activities undertaken by Crawley Community Action to further its charitable activities are, and are duly reported as being, for the public benefit.

# CRAWLEY COMMUNITY ACTION LTD

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2022

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#### Achievements and performance

##### Supporting the Community and Voluntary Sector

During the past year, the group development service has focused on supporting the multiple needs of new, emerging, small and vulnerable community groups, charities and social enterprises, helping them to recover from the profound impact of the pandemic. We have been particularly grateful to Sussex Community Foundation for their financial support and belief during this period which helped to sustain our group development offer to the local Voluntary, Community and Social Enterprise (VCSE) sector.

This support had two principal delivery strands:

##### 1. Capacity and capability building support

Providing in-depth guidance and support to the management committees of ethnically diverse groups to improve and encourage best practice around essential legal and governance issues, project plans, financial management, impact assessment and accessing appropriate funding opportunities. In addition, the service helped to build resilience, improve profile and awareness of impact, increase understanding of the importance of accountability and enable groups to confidently meet future challenges.

##### 2. Improving access to services and partnership working opportunities

Encouraging improved communication, mutual understanding, and joint working between ethnically diverse and marginalised communities and local service providers as a means of addressing barriers to accessing services and activities and improving physical and mental wellbeing. This work has taken place as part of our Living Healthier Lives project, with the support of project funders Heads On: Sussex NHS Foundation Trusts Charity.

##### The Groups we have supported

|                             |                                        |                                    |
|-----------------------------|----------------------------------------|------------------------------------|
| - Moonstones                | - Uganda Crawley Community Association | - Crawley Film Initiative CIC      |
| - Ten Little Toes Baby Bank | - Y:AMHS                               | - Footloose Dance Group            |
| - Sussex Aid for Refugees   | - Crawley Free Shop                    | - Crawley Gurdwara                 |
| - Refugees Welcome Crawley  | - Crawley Community Youth Services     | - Polish Saturday School           |
| - Autism Support Crawley    | - Crawley Rangers JFC                  | - Pound Hill Pounders Running Club |
| - Tangible Hands Foundation | - Crawley Hockey Club                  | - Crawley Menshare Listening Group |
| - Crawley Community Garden  | - Crawley Self Defence CIC             |                                    |

##### Trends in group development support

Our regular support sessions, surveys and contact with groups over the past year has highlighted a number of specific and consistent organisational support needs. The ten most common requests have been:

- Implementing and managing effective financial and risk management systems and budgets
- Developing robust fundraising strategies and improving bidding skills
- Understanding roles and responsibilities of trustees
- Measuring impact of activities/services
- Writing and implementing policies
- Reviewing and changing legal structures
- Improving external communication/digital inclusion
- Help to broker local partnerships and joint-working opportunities
- Writing development/business plans

We have been increasingly concerned about the wellbeing of community leaders, in particular how so many have been affected by the pandemic. As well as our direct support, we were pleased to be able to offer a funded package of support for employees and volunteers of local groups through our membership of The West Sussex Voluntary and Community Sector Infrastructure Alliance (WSVCSI).

##### Additional Income raised by Voluntary, Community and Social Enterprise (VCSE) organisations with CCA Support

Our funding support service helped to secure grants with a value in excess of £85,000 for the local VCSE sector from a range of external funding sources including Sussex Community Foundation, National Lottery Awards for All scheme, Sussex Police, Longley Trust and Crawley Borough Council.

# CRAWLEY COMMUNITY ACTION LTD

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2022

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#### **Our Impact – What Community Groups say about Crawley Community Action**

The service that CCA offer to people like myself, to help us explore and set-up local groups and charities to support our local community is second to none. Each and every member of staff and volunteer all play key roles in making sure that already existing groups and groups of the future have the opportunity to flourish.

#### **Kerry McGarrigle, Chairperson, Moonstones**

With CCA support, we have been able to continue our support to the wider Ugandan community throughout lockdown thanks to assistance with funding support and links with local networks, such as the Covid response group for residents. CCA continues to offer the management committee advice and inspiration in helping us take steps to secure charity status, including understanding of governance responsibilities and helping us to review our aims and objectives as an organisation.

#### **Hannington Mutungi, Vice Chairman, Ugandan Community Association**

#### **Crawley Volunteers**

Despite a reduction in funding for volunteering services, we have continued to support volunteers and the organisation that rely on volunteers in Crawley. We remain committed to the view that Crawley needs a comprehensive volunteer support offer, one which encourages, increases, and celebrates the role of volunteers in our community. We are grateful to the ongoing funding support provided by West Sussex County Council as part of our membership of The West Sussex Voluntary and Community Sector Infrastructure Alliance (WSVCSI). We were also very grateful to have been awarded funding to create a new online volunteering platform for the town. This has brought immediate benefits to Crawley as well as providing the opportunity to work in partnership with other volunteer support organisations.

Despite the challenges, we were able to help many community members to take on new volunteering opportunities. Our new online platform, which has been developed for us by Volunteer Plus, is enabling us to promote more opportunities than ever before. We have supported 152 new volunteers to register with the service and this has resulted in 314 expressions of interest with local groups looking for volunteers. Looking forward we are in discussions with funders to support and expand this area of our work.

Some of the organisations we are supporting to find new volunteers

|                                 |                    |
|---------------------------------|--------------------|
| West Sussex Community Transport | Cancer Research UK |
| Citizens Advice                 | British Red Cross  |
| Scouts                          | Rivers Learning    |
| South of England Show           | Light House        |
| Murmurations                    | The National Trust |
| The Life Centre                 | See Ability        |

#### **Key performance Indicators**

- Registered Volunteers – 554
- Active Organisations – 416
- Active opportunities – 56
- New Volunteer Registrations - 152
- Enquiries/Expressions of interest in volunteering roles – 314

As well as helping people to find new volunteering opportunities, we have continued to provide advice and guidance to community groups on volunteering best practice. This has included supporting groups to develop appropriate policies, as well as addressing organisation specific issues. For instance, how groups respond when there are serious concerns relating to volunteers or service delivery.

#### **Our Impact – What Community Groups say about Crawley Community Action**

*The support system CCA give to organisations in terms of sustainability, partnership working and future growth development is extremely vital. Without them many organisations would not form nor have the capability to find ways to continue striving towards helping the local communities in Crawley.*

#### **Maha Laqa Zafar, Trustee, Gems of Faith**

# **CRAWLEY COMMUNITY ACTION LTD**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)** **FOR THE YEAR ENDED 31 MARCH 2022**

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### **Crawley Social Prescribing**

Crawley Social Prescribing (CSP) is funded by the Clinical Commissioning Group (CCG) to provide a Social Prescribing service to Crawley residents. The majority of our referrals come from GP surgeries, either via the GPs/practice staff or via the Primary Care Network (PCN) based Social Prescribers. Social Prescribing was originally set up as a way of reducing social isolation and loneliness by offering practical, non-medical support. Focusing on what matters to the patient (client). Our link workers work alongside our clients to create a personal support plan, which includes referrals to organisations, services, (statutory and voluntary sector) and activities that may support a person's needs.

### **Performance during the year**

CSP received a total of 637 referrals, bringing the total to 1054 referrals since the project came into existence in September 2020. Since the pandemic began, the referrals have become increasingly complex and require support for many months. 34% of our clients are supported for between 1-3 months, but over 2% of our clients have required support for more than 12 months. Increasing workforce numbers of Social Prescribing Link Workers (SPLWs) within the PCNs has had an effect on the number of referrals but with the increasing targets for referrals expected by the PCNs, there is now a more even spread of referrals now from all PCNs.

### **Impact on People's Mental Wellbeing**

The Short Warwick-Edinburgh Mental Wellbeing Scale questions are asked of each client at the beginning and the end of our intervention. This provides a good indication of the effect that the intervention has made to the client. We see improvements in many people's mental wellbeing as they engage with our social prescribing service. While this is heartening, we know that the determinants of mental wellbeing are complex and despite providing a high-quality service, we know that some clients will continue to experience a range of challenges with their mental wellbeing.

### **Our Impact - What our clients say about Crawley Social Prescribing**

*"An amazing service if you don't know who to ask. They will help you find a service, if you are struggling, this can really help. They also checked up to see if I had what I needed."*  
(CSP Client)

*"You caught me at the right moment when I was feeling down and needed support. You have really helped me move forward."*  
(CSP Client)

### **National Academy for Social Prescribing**

#### **Thriving Community Programme**

#### **Crawley Community Action hosts the South East Thriving Communities Programme**

Thriving Communities is the national support programme initiated by the National Academy for Social Prescribing in response to the impact and challenges caused by the COVID-19 pandemic. It's aimed at helping voluntary, community, faith and social enterprise organisations share learning, ideas and best practice. By developing partnerships and fostering new connections we hope to create a stronger voluntary and community sector for social prescribing to take root and communities to thrive.

The Thriving Communities programme is regional covering Kent, Surrey, Sussex, Buckinghamshire, Berkshire, Oxfordshire, Hampshire and the Isle of Wight.

The South East Regional Lead for Thriving Communities is Esther Watts. Esther and the team work with organisations delivering social prescribing in their local communities and the local voluntary and community sector organisations providing the activity which social prescribers need to refer to, as well as listening to the needs of link workers and strategic partners.

The programme lead has created links with social prescribing host organisations from the NHS and the voluntary and community sector, is in touch with networks of social prescribers and the local authority and NHS system leads who support social prescribing across the patch.

# CRAWLEY COMMUNITY ACTION LTD

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

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### Delivery Partners

- Together Co.
- 1 Community
- Basingstoke Voluntary Action
- Community First
- Rushmoor Voluntary Service
- Unity
- Gosport Voluntary Action
- Hart Voluntary Action

### Learning Together Programme 2021-22

The programme supports voluntary and community sector and faith organisations from a range of sectors through a 6-month learning programme called Learning Together.

Learning Together is a series of webinars and meetings with information about social prescribing, what it is and how it works and how to get involved. There are thematic webinars and networking meetings. We offer optional development opportunities and training, group coaching and Action Learning Sets as part of the programme.

### Key performance Indicators

- Voluntary and Community Sector groups signed up – 84
- Number of individual Engagements – 304
- Total number of organisations contacted across the region – 527 (estimated)
- Reach of Thriving Communities Newsletter - Over 300 organisations

### Engagement Across the South East Region

Learning Together Programme has engaged with groups from right across the South East of England. This has included participants from Sussex, Surrey, Hampshire, Oxfordshire, Buckinghamshire, Berkshire and Kent.

### Our Impact – What Course participants said about Learning Together

*Both me and my partner in the breakout said we felt we had learnt loads. Thank you! E.g Promoting who we are so link workers are fully versed in what we can offer and to who. Linking with other groups through this meeting has been helpful. Helped focus on what we need to do next*

Course Participant

*The thing that I have most benefitted from in this programme is the action learning set. 3 of us joined about 18 months ago, I think - maybe longer. We had 4 sessions very sensitively facilitated .. We are still going strong, with monthly 90-minute sessions on Zoom. Thank you so much for this opportunity!*

Course Participant

### Thank You

The trustees would like to warmly thank CCA staff team without whose professionalism and dedication our services could not be delivered in Crawley. We would like to offer our gratitude towards Daran Bennett who as planned will be stepping down from the role of interim Chief Executive. Daran provided leadership and stability during the year and has worked with the Board to appoint our permanent new Chief Executive Toby Shaw.

One of our longest-serving trustees stepped down this year and we thank her for her efforts. Chris Cheshire DL was appointed a CCA trustee in 2004 and has championed the charity through all her years of service.

We would like to thank West Sussex County Council and Sussex Community Foundation for their ongoing support. We also thank Crawley CCG (NHS Clinical Commissioning Group) for the continued funding of Crawley Social Prescribing.

We are grateful to Crawley Borough Council for working with the charity to provide the Orchard as a hub for the local voluntary and community sector.

During the year we have started to work in partnership with a range of new funders. We would like to express our thanks to all on them, including the Garfield Weston Foundation and the Ernest Kleinwort Charitable Trust and the Postcode Society Trust. We look forward to working with your support for the benefit of Crawley.

# CRAWLEY COMMUNITY ACTION LTD

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) *FOR THE YEAR ENDED 31 MARCH 2022*

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### Financial review

Crawley Community Action embraced the new focus and strategic direction to maintain our core services delivery in the year. This was in line with the planning process developed in response to our client and funders needs.

Unrestricted Income funds in hand at the year-end were £164,821 (2021:£180,207).

Mindful of the obligation for the potential liability for the deficit on the pension scheme, certain sums had been set aside over many years. In the 2018 accounts, a transfer was made to formally set up a Designated Fund out of Unrestricted funds in hand to cover the potential additional amount of £73,000 estimated participating employer's debt on withdrawal liability for the portion of the pension fund deficit attributed to Crawley Community & Voluntary Service over and above that already provided in the accounts.

Restricted Income funds in hand at the year-end were £60,615 (2021: £3,557). See Note 15 to the accounts for Restricted Income funds tables and the Restricted Income funds operations.

All of the assets of the charity are used to carry out its objectives

### Reserves policy

Crawley Community Action Ltd receives funding from different sources to provide services in the promotion of charitable purposes for the benefit of the Crawley community in line with its objects. These funds are normally provided for an agreed period, usually one year. Such funding normally permits underspends to be carried forward flexibly to continue service provision into part of the subsequent year and thus make best use of resources.

The trustees, from long established practice, would expect any intention of these funders to withdraw (or substantially reduce) the level of such annual funding to be the subject of long-term discussions signaled well in advance.

Provided funders gave sufficient notice of intention to make such changes, the trustees would respond to effect any organisational changes required to meet new financial constraints in an ordered manner and in good time, so as to avoid having to take precipitous actions to the detriment of staff, their duties and the services provided to the community.

Nevertheless the trustees believe it is important they hold as financial reserves at all times, the funds necessary to secure the loyalty and continuous employment of trained staff, trusted contacts and relationships with clients and colleagues, and maintenance of facilities and contracted services to ensure an ordered service provision capacity beyond short-term measures. The trustees only wish to have these financial reserves at a minimum level and therefore review the funds required annually.

The reserves policy will fund:

- The amount required to write down fixed assets to their realisable disposal value in the event they become redundant upon a forced closedown
- Support to employees in finding alternative employment
- Termination pay to employees under their notice and pay contract conditions
- Terminating service contracts, such as office rent and equipment
- Office closure costs, removals and document retention
- Participating employer's debt on withdrawal from pension scheme
- Contingency sum for outstanding liabilities
- Any reimbursement of funding as required by funders
- Legal and advisory costs on orderly withdrawal from activities
- Accountancy, audit, independent examination and other costs of winding up

The trustees consider that unrestricted funds levels of between £120,000 - £180,000 is sufficient.

The trustees may at any time create a reserve for any purpose contained in the Business Plan, or as required and approved by the funder, or close out a reserve when no longer required or appropriate. The trustees may create and maintain the reserves aggregated as a pool within general activity income funds, not necessarily wholly specific to general activity such that part may be related and applied in the event ultimately against any Restricted Income fund activity if or as required.

# CRAWLEY COMMUNITY ACTION LTD

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2022**

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### Investment policy

The policy is to place the investment of surplus funds in the bank deposit accounts with The Royal Bank of Scotland plc. The policy, in line with the bank changing the range of deposits accounts available, is to continue solely with the operation of a deposit for the portion of funds not envisioned to be needed to be drawn in the shorter term to be placed on deposit with a withdrawal notice period of ninety-five days.

The trustees examine the major strategic, business and operational risks that the charity faces. The trustees confirm that systems are in place and monitored to mitigate those risks. These systems are subjected to regular review, including the updating of insurance cover, staff employment procedures, financial procedures and authorisation processes.

### Plans for future periods

During the year, we experienced some of the most significant challenges the charity has ever faced. A large drop in our income, with little notice, necessitated a Herculean effort from Trustees and the staff team to ensure that the charity was able to weather this storm. In rising to this challenge, we have demonstrated the charity is able to respond to the most demanding of situations. We have implemented a new business model, which has seen us develop relationships with new funders and diversify our funding.

We end the year with the charity in a strong position to continue to build on the progress we have made. For over 60 years Crawley Community has been making a positive contribution to our community. We are pleased to remain in a strong position to be planning for our future and responding to the needs of our beneficiaries.

In the coming year we are looking forward to:

- Working with the National Lottery Reaching Communities Fund to develop our new volunteering programme 'Crawley Volunteers'
- Continuing to work with Heads On and the NHS Community Partnership Fund to who support our Living Healthier Lives project.
- Developing new services at the Orchard to ensure that it is sustainable and that it continues to serve the needs of local voluntary and community sector.
- Working with our funders and partners in the NHS to continue to support clients through our successful Crawley Social Prescribing service.
- Providing the best possible support to local community groups with support from the Postcode Society Trust and Crawley Borough Council.

### Structure, governance and management

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Sue Bloom (Chair) (Appointed 02/10/2013)

Ashwin Soni (Finance Director) (Appointed 10/10/2019)

Jeremy Yeats-Edwards (Vice-Chair) (Appointed 05/10/2009)

Paul Castle (Company Secretary) (Appointed 03/10/2011)

Chris Cheshire DL (Appointed 17/09/2004)

Dr Iyadh Daoud (Appointed 19/09/2003)

Vivienne Gray (Appointed 02/10/2013)

Marilyn Le Feuvre (Appointed 10/10/2018)

David Murphy (Appointed 17/07/2002)

Peter Mansfield-Clark (Appointed 20 January 2022)

The trustees are members of the charitable company. Under the Memorandum and Articles of Association the liability of the members is limited, undertaking to contribute to the assets of the charitable company in the event of a winding up, an amount not exceeding £1.

Trustees are elected by members of the charitable company at a General Meeting.

Not less than three quarters of the board of trustees from time to time shall be, or be elected by, members of the charitable company, i.e. representing an organisation which is a member of the charitable company. The board of trustees may from time to time appoint any person to be a trustee to fill a casual vacancy to hold office until the next Annual General Meeting.

# CRAWLEY COMMUNITY ACTION LTD

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) *FOR THE YEAR ENDED 31 MARCH 2022*

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The trustees examine the major strategic, business and operational risks that the charity faces. The trustees confirm that systems are in place and monitored to mitigate those risks. These systems are subjected to regular review, including the updating of insurance cover, staff employment procedures, financial procedures and authorisation processes. The principal risks relate to keeping up-to-date with legislation and regulations, and to having robust IT systems and communication, adequate funding, good staffing, and other resources to enhance performance on projects to develop and sustain well-funded services.

New trustees are given an induction pack which contains the Memorandum and Articles of the Association and a copy of the current policies and procedures. This pack is used alongside training given by the experienced members of the board and the Chief Executive.

The trustees' report was approved by the Board of Trustees.



Sue Bloom (Chair) (Appointed 02/10/2013)

**Trustee**

Date: 29/09/2022

# CRAWLEY COMMUNITY ACTION LTD

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF CRAWLEY COMMUNITY ACTION LTD

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I report to the trustees on my examination of the financial statements of Crawley Community Action Ltd (the charitable company) for the year ended 31 March 2022.

#### Responsibilities and basis of report

As the trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charitable 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 charitable company's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

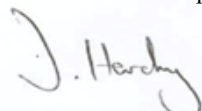
#### Independent examiner's statement

Since the charitable 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 , 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 that in any material respect:

- 1 accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements 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 financial statements to be reached.



**Darren Harding ACA FCCA DChA**

Richard Place Dobson Services Limited

1-7 Station Road

Crawley

West Sussex

RH10 1HT

Dated: ...13/10/2022....

# CRAWLEY COMMUNITY ACTION LTD

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 31 MARCH 2022**

### Current financial year

|                                                                         |       | Unrestricted<br>funds<br>general<br>2022<br>£ | Unrestricted<br>funds<br>designated<br>2022<br>£ | Restricted<br>funds<br>2022<br>£ | Total<br>2022<br>£ | Total<br>2021<br>£ |
|-------------------------------------------------------------------------|-------|-----------------------------------------------|--------------------------------------------------|----------------------------------|--------------------|--------------------|
|                                                                         | Notes |                                               |                                                  |                                  |                    |                    |
| <b><u>Income from:</u></b>                                              |       |                                               |                                                  |                                  |                    |                    |
| Donations                                                               | 3     | 71,071                                        | -                                                | 367,891                          | 438,962            | 349,918            |
| Charitable activities                                                   | 4     | 112,409                                       | -                                                | -                                | 112,409            | 95,368             |
| Investments                                                             | 5     | 97                                            | -                                                | -                                | 97                 | 784                |
| <b>Total income</b>                                                     |       | <b>183,577</b>                                | <b>-</b>                                         | <b>367,891</b>                   | <b>551,468</b>     | <b>446,070</b>     |
| <b><u>Expenditure on:</u></b>                                           |       |                                               |                                                  |                                  |                    |                    |
| <b><u>Charitable activities</u></b>                                     |       |                                               |                                                  |                                  |                    |                    |
| Provision of CCA support                                                | 6     | 197,619                                       | -                                                | 301,107                          | 498,726            | 453,880            |
| <b>Total charitable expenditure</b>                                     |       | <b>197,619</b>                                | <b>-</b>                                         | <b>301,107</b>                   | <b>498,726</b>     | <b>453,880</b>     |
| Other                                                                   | 10    | (13,930)                                      | -                                                | -                                | (13,930)           | (3,197)            |
| <b>Total expenditure</b>                                                |       | <b>183,689</b>                                | <b>-</b>                                         | <b>301,107</b>                   | <b>484,796</b>     | <b>450,683</b>     |
| <b>Net (outgoing)/incoming resources before transfers</b>               |       | <b>(112)</b>                                  | <b>-</b>                                         | <b>66,784</b>                    | <b>66,672</b>      | <b>(4,613)</b>     |
| Gross transfers between funds                                           |       | (15,274)                                      | 25,000                                           | (9,726)                          | -                  | -                  |
| <b>Net (expenditure)/income for the year/<br/>Net movement in funds</b> |       | <b>(15,386)</b>                               | <b>25,000</b>                                    | <b>57,058</b>                    | <b>66,672</b>      | <b>(4,613)</b>     |
| Fund balances at 1 April 2021                                           |       | 180,207                                       | 48,000                                           | 3,557                            | 231,764            | 236,377            |
| <b>Fund balances at 31 March 2022</b>                                   |       | <b>164,821</b>                                | <b>73,000</b>                                    | <b>60,615</b>                    | <b>298,436</b>     | <b>231,764</b>     |

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# CRAWLEY COMMUNITY ACTION LTD

## STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 31 MARCH 2022**

Prior financial year

|                                                                         |       | Unrestricted<br>funds<br>general<br>2021<br>£ | Unrestricted<br>funds<br>designated<br>2021<br>£ | Restricted<br>funds<br>2021<br>£ | Total<br>2021<br>£ |
|-------------------------------------------------------------------------|-------|-----------------------------------------------|--------------------------------------------------|----------------------------------|--------------------|
|                                                                         | Notes |                                               |                                                  |                                  |                    |
| <b><u>Income from:</u></b>                                              |       |                                               |                                                  |                                  |                    |
| Donations                                                               | 3     | 158,342                                       | -                                                | 191,576                          | 349,918            |
| Charitable activities                                                   | 4     | 2,785                                         | -                                                | 92,583                           | 95,368             |
| Investments                                                             | 5     | 784                                           | -                                                | -                                | 784                |
| <b>Total income</b>                                                     |       | <b>161,911</b>                                | <b>-</b>                                         | <b>284,159</b>                   | <b>446,070</b>     |
| <b><u>Expenditure on:</u></b>                                           |       |                                               |                                                  |                                  |                    |
| <b><u>Charitable activities</u></b>                                     |       |                                               |                                                  |                                  |                    |
| Provision of CCA support                                                | 6     | 164,093                                       | -                                                | 289,787                          | 453,880            |
| <b>Total charitable expenditure</b>                                     |       | <b>164,093</b>                                | <b>-</b>                                         | <b>289,787</b>                   | <b>453,880</b>     |
| Other                                                                   | 10    | (3,197)                                       | -                                                | -                                | (3,197)            |
| <b>Total expenditure</b>                                                |       | <b>160,896</b>                                | <b>-</b>                                         | <b>289,787</b>                   | <b>450,683</b>     |
| <b>Net (outgoing)/incoming resources before transfers</b>               |       | <b>1,015</b>                                  | <b>-</b>                                         | <b>(5,628)</b>                   | <b>(4,613)</b>     |
| Gross transfers between funds                                           |       | 17,152                                        | -                                                | (17,152)                         | -                  |
| <b>Net (expenditure)/income for the year/<br/>Net movement in funds</b> |       | <b>18,167</b>                                 | <b>-</b>                                         | <b>(22,780)</b>                  | <b>(4,613)</b>     |
| Fund balances at 1 April 2020                                           |       | 162,040                                       | 48,000                                           | 26,337                           | 236,377            |
| <b>Fund balances at 31 March 2021</b>                                   |       | <b>180,207</b>                                | <b>48,000</b>                                    | <b>3,557</b>                     | <b>231,764</b>     |

# CRAWLEY COMMUNITY ACTION LTD

## BALANCE SHEET

AS AT 31 MARCH 2022

|                                                       | Notes | 2022<br>£      | £              | 2021<br>£      | £              |
|-------------------------------------------------------|-------|----------------|----------------|----------------|----------------|
| <b>Current assets</b>                                 |       |                |                |                |                |
| Debtors                                               | 11    | 59,156         |                | 72,734         |                |
| Cash at bank and in hand                              |       | 430,662        |                | 346,976        |                |
|                                                       |       | <u>489,818</u> |                | <u>419,710</u> |                |
| <b>Creditors: amounts falling due within one year</b> | 12    | (188,020)      |                | (170,654)      |                |
| Net current assets                                    |       |                | 301,798        |                | 249,056        |
| <b>Provisions for liabilities</b>                     |       |                | (3,362)        |                | (17,292)       |
| <b>Net assets</b>                                     |       |                | <u>298,436</u> |                | <u>231,764</u> |
| <b>Income funds</b>                                   |       |                |                |                |                |
| Restricted funds                                      | 15    |                | 60,615         |                | 3,557          |
| <u>Unrestricted funds</u>                             |       |                |                |                |                |
| Designated funds                                      | 16    | 73,000         |                | 48,000         |                |
| General unrestricted funds                            |       | <u>164,821</u> |                | <u>180,207</u> |                |
|                                                       |       |                | <u>237,821</u> |                | <u>228,207</u> |
|                                                       |       |                | <u>298,436</u> |                | <u>231,764</u> |

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2022.

The directors 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 members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 29/09/2022



Ashwin Soni (Finance Director) (Appointed 10/10/2019)  
Trustee



Paul Castle (Company Secretary) (Appointed 03/10/2011)  
Trustee

Company registration number 04488714

# CRAWLEY COMMUNITY ACTION LTD

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 MARCH 2022

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#### 1 Accounting policies

##### Charity information

Crawley Community Action Ltd is a charitable company limited by guarantee incorporated in England and Wales. The registered office is The Orchard, 1-2 Gleneagles Court, Brighton Road, Crawley, West Sussex, RH10 6AD.

##### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charitable company's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charitable company is a Public Benefit Entity as defined by FRS 102.

The charitable company has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charitable company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

##### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charitable company has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

##### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The purpose and use of the designated fund is described and set out in the notes to the accounts.

Restricted Income funds are those which are to be used in accordance within the specific restrictions imposed by the grant providers, donors, or other income providers for particular purposes. The purpose and use of the Restricted Income funds is described and set out in the notes to the accounts.

##### 1.4 Income

Income is recognised when the charitable company is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Income from charitable activities includes income from grants and contract income, donations, management fees and other income generated to supplement funding towards providing core services, and includes premises management operation income of rent, service charges and other premises activity related income from the hire of the meeting rooms at The Orchard generated to provide services to tenants.

Investment income comprises interest earned on bank deposits.

##### 1.5 Expenditure

Liabilities and related expenditure are recognised in full in the accounts as soon as the obligation arises. All expenditure is accounted for on an accruals basis and includes attributable Value Added Tax (VAT) which cannot be recovered. Charitable activities are all the resources expended by the charitable company in undertaking its work to meet its charitable objectives.

# CRAWLEY COMMUNITY ACTION LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2022**

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### **1 Accounting policies**

**(Continued)**

#### **1.6 Tangible fixed assets**

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses. Fixed assets such as computer and office equipment are capitalised if the purchase cost exceeds £10,000.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

|                  |                         |
|------------------|-------------------------|
| Office equipment | 1-2 years Straight Line |
|------------------|-------------------------|

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

The purchase of minor items of computer and office equipment, and accounting software is not capitalised as tangible fixed assets but written off to the income and expenditure account in the year of purchase on the basis that they retain little value.

#### **1.7 Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks and other short-term liquid investments with original maturities of three months or less.

#### **1.8 Financial instruments**

The charitable 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.

#### **1.9 Taxation**

The charitable company is a registered charity, and is exempt from corporation tax on its income applied for charitable purposes.

#### **1.10 Provisions**

Provisions are recognised when the charitable company has a legal or constructive present obligation as a result of a past event, it is probable that the charitable company will be required to settle that obligation and a reliable estimate can be made of the amount of the obligation.

The amount recognised as a provision is the best estimate of the consideration required to settle the present obligation at the reporting end date, taking into account the risks and uncertainties surrounding the obligation. Where the effect of the time value of money is material, the amount expected to be required to settle the obligation is recognised at present value. When a provision is measured at present value, the unwinding of the discount is recognised as a finance cost in net income/(expenditure) in the period in which it arises.

#### **1.11 Employee benefits**

The costs of short-term employee benefits are recognised as a liability and an expense.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charitable company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

# CRAWLEY COMMUNITY ACTION LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2022

#### 1 Accounting policies

(Continued)

##### 1.12 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

The scheme is a multi-employer scheme where the scheme is currently in deficit, and since the charitable company has agreed to a deficit funding arrangement, the charitable company recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. Further details are given in the notes to the accounts.

##### 1.13 Debtors

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

##### 1.14 Creditors

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

#### 2 Critical accounting estimates and judgements

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

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

##### Deferred income

Grant or contract income is deferred where the income is in respect of a future accounting period.

##### Pension liability

A provision is made for a potential pension funding shortfall in the accounts. The provision is based on an estimated shortfall figure provided by the scheme actuary.

#### 3 Donations

|                                                              | Unrestricted<br>funds<br>general<br>2022<br>£ | Restricted<br>funds<br>2022<br>£ | Total<br>2022<br>£ | Unrestricted<br>funds<br>general<br>2021<br>£ | Restricted<br>funds<br>2021<br>£ | Total<br>2021<br>£ |
|--------------------------------------------------------------|-----------------------------------------------|----------------------------------|--------------------|-----------------------------------------------|----------------------------------|--------------------|
| Donations                                                    | -                                             | -                                | -                  | 1,422                                         | -                                | 1,422              |
| Grants and contract income<br>receivable for core activities | 71,071                                        | 367,891                          | 438,962            | 156,920                                       | 191,576                          | 348,496            |
|                                                              | <u>71,071</u>                                 | <u>367,891</u>                   | <u>438,962</u>     | <u>158,342</u>                                | <u>191,576</u>                   | <u>349,918</u>     |

# CRAWLEY COMMUNITY ACTION LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 4 Charitable activities

|                                    | Provision of<br>CCA support<br>2022<br>£ | Provision of<br>CCA support<br>2021<br>£ |
|------------------------------------|------------------------------------------|------------------------------------------|
| Sales within charitable activities | 73,696                                   | 69,379                                   |
| Charitable rental income           | 37,725                                   | 23,571                                   |
| Other income                       | 988                                      | 2,418                                    |
|                                    | <u>112,409</u>                           | <u>95,368</u>                            |
| Analysis by fund                   |                                          |                                          |
| Unrestricted funds - general       | 112,409                                  | 2,785                                    |
| Restricted funds                   | -                                        | 92,583                                   |
|                                    | <u>112,409</u>                           | <u>95,368</u>                            |

### 5 Investments

|                     | Unrestricted<br>funds<br>general<br>2022<br>£ | Unrestricted<br>funds<br>general<br>2021<br>£ |
|---------------------|-----------------------------------------------|-----------------------------------------------|
| Interest receivable | <u>97</u>                                     | <u>784</u>                                    |

# CRAWLEY COMMUNITY ACTION LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 6 Charitable activities

|                                        | Provision of<br>CCA support<br>2022<br>£ | Provision of<br>CCA support<br>2021<br>£ |
|----------------------------------------|------------------------------------------|------------------------------------------|
| Staff costs                            | 322,882                                  | 341,992                                  |
| Staff/Volunteer travelling             | 327                                      | 399                                      |
| Staff training                         | 180                                      | 100                                      |
| Fundraising costs                      | 5,825                                    | -                                        |
| Recruitment advertising                | 348                                      | 5,255                                    |
| Project fees                           | 63,996                                   | 25,602                                   |
| Marketing costs                        | 5,447                                    | -                                        |
| Rent                                   | 2,894                                    | -                                        |
|                                        | <u>401,899</u>                           | <u>373,348</u>                           |
| Share of support costs (see note 7)    | 91,857                                   | 75,751                                   |
| Share of governance costs (see note 7) | 4,970                                    | 4,781                                    |
|                                        | <u>498,726</u>                           | <u>453,880</u>                           |
| <b>Analysis by fund</b>                |                                          |                                          |
| Unrestricted funds - general           | 197,619                                  | 164,093                                  |
| Restricted funds                       | 301,107                                  | 289,787                                  |
|                                        | <u>498,726</u>                           | <u>453,880</u>                           |

# CRAWLEY COMMUNITY ACTION LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 7 Support costs

|                                        | Support costs | Governance costs | 2022          | Support costs | Governance costs | 2021          |
|----------------------------------------|---------------|------------------|---------------|---------------|------------------|---------------|
|                                        | £             | £                | £             | £             | £                | £             |
| Service and water charges              | 5,786         | -                | 5,786         | 919           | -                | 919           |
| Insurance                              | 4,513         | -                | 4,513         | 4,377         | -                | 4,377         |
| Light and heat                         | 12,402        | -                | 12,402        | 11,413        | -                | 11,413        |
| Maintenance and other premises costs   | 16,185        | -                | 16,185        | 13,349        | -                | 13,349        |
| Office equipment                       | 8,275         | -                | 8,275         | 17,663        | -                | 17,663        |
| Printing, postage and stationery       | 6,708         | -                | 6,708         | 6,277         | -                | 6,277         |
| Telephone                              | 12,209        | -                | 12,209        | 12,966        | -                | 12,966        |
| Subscriptions                          | 1,416         | -                | 1,416         | 1,914         | -                | 1,914         |
| Consultancy fees and software          | 22,667        | -                | 22,667        | 6,469         | -                | 6,469         |
| General expenses                       | 1,696         | -                | 1,696         | 404           | -                | 404           |
| Independent examination fees           | -             | 3,000            | 3,000         | -             | 2,820            | 2,820         |
| Legal and professional                 | -             | 1,970            | 1,970         | -             | 1,961            | 1,961         |
|                                        | <u>91,857</u> | <u>4,970</u>     | <u>96,827</u> | <u>75,751</u> | <u>4,781</u>     | <u>80,532</u> |
| Analysed between Charitable activities | <u>91,857</u> | <u>4,970</u>     | <u>96,827</u> | <u>75,751</u> | <u>4,781</u>     | <u>80,532</u> |

Governance costs includes payments to the Independent Examiner of £3,000 (2021- £2,820) for the independent examination.

### 8 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charitable company during the year.

#### Trustees' expenses

There were a total of £803 expenses paid to trustees in the year ended 31 March 2022. There were no trustees' expenses paid in the year ended 31 March 2021.

### 9 Employees

The average monthly number of employees during the year was:

|                     | 2022<br>Number | 2021<br>Number |
|---------------------|----------------|----------------|
| Core service        | 4              | 5              |
| Premises management | 1              | 3              |
| Social prescribing  | 5              | 5              |
| Total               | <u>10</u>      | <u>13</u>      |

# CRAWLEY COMMUNITY ACTION LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

|           |                                                                                                                                                    |                           |                           |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|---------------------------|
| <b>9</b>  | <b>Employees</b>                                                                                                                                   |                           | <b>(Continued)</b>        |
|           | <b>Employment costs</b>                                                                                                                            | <b>2022</b>               | <b>2021</b>               |
|           |                                                                                                                                                    | <b>£</b>                  | <b>£</b>                  |
|           | Wages and salaries                                                                                                                                 | 278,470                   | 298,936                   |
|           | Social security costs                                                                                                                              | 24,778                    | 25,634                    |
|           | Other pension costs                                                                                                                                | 19,634                    | 17,422                    |
|           |                                                                                                                                                    | <u>322,882</u>            | <u>341,992</u>            |
|           |                                                                                                                                                    | <u><u>322,882</u></u>     | <u><u>341,992</u></u>     |
|           | <b>Key Management Personnel</b>                                                                                                                    |                           |                           |
|           | 1 member of staff was deemed to be key management personnel. The total employment benefits of key management personnel were £40,209 (2021 - £Nil). |                           |                           |
|           | There were no employees whose annual remuneration was more than £60,000.                                                                           |                           |                           |
| <b>10</b> | <b>Other</b>                                                                                                                                       |                           |                           |
|           |                                                                                                                                                    | <b>Unrestricted funds</b> | <b>Unrestricted funds</b> |
|           |                                                                                                                                                    | <b>general</b>            | <b>general</b>            |
|           |                                                                                                                                                    | <b>2022</b>               | <b>2021</b>               |
|           | Pension provision credit                                                                                                                           | (13,930)                  | (3,197)                   |
|           |                                                                                                                                                    | <u>(13,930)</u>           | <u>(3,197)</u>            |
|           |                                                                                                                                                    | <u><u>(13,930)</u></u>    | <u><u>(3,197)</u></u>     |
| <b>11</b> | <b>Debtors</b>                                                                                                                                     |                           |                           |
|           | <b>Amounts falling due within one year:</b>                                                                                                        | <b>2022</b>               | <b>2021</b>               |
|           |                                                                                                                                                    | <b>£</b>                  | <b>£</b>                  |
|           | Trade debtors                                                                                                                                      | 56,357                    | 54,967                    |
|           | Other debtors                                                                                                                                      | 2,799                     | 17,767                    |
|           |                                                                                                                                                    | <u>59,156</u>             | <u>72,734</u>             |
|           |                                                                                                                                                    | <u><u>59,156</u></u>      | <u><u>72,734</u></u>      |
| <b>12</b> | <b>Creditors: amounts falling due within one year</b>                                                                                              |                           |                           |
|           |                                                                                                                                                    | <b>2022</b>               | <b>2021</b>               |
|           |                                                                                                                                                    | <b>£</b>                  | <b>£</b>                  |
|           | Deferred income                                                                                                                                    | 103,234                   | 128,497                   |
|           | Trade creditors                                                                                                                                    | 78,817                    | 25,534                    |
|           | Other creditors                                                                                                                                    | 3,149                     | 4,186                     |
|           | Accruals                                                                                                                                           | 2,820                     | 12,437                    |
|           |                                                                                                                                                    | <u>188,020</u>            | <u>170,654</u>            |
|           |                                                                                                                                                    | <u><u>188,020</u></u>     | <u><u>170,654</u></u>     |

# CRAWLEY COMMUNITY ACTION LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

| Provisions for liabilities             | 2022<br>£         | 2021<br>£                          |
|----------------------------------------|-------------------|------------------------------------|
| Pension provision                      | 3,362             | 17,292                             |
| Movements on provisions:               |                   |                                    |
|                                        |                   | <b>Pension<br/>provision<br/>£</b> |
| At 1 April 2021                        |                   | 17,292                             |
| Utilisation of provision               |                   | (4,376)                            |
| Unwinding of discount                  |                   | 100                                |
| Adjustment for change in discount rate |                   | (9,654)                            |
| At 31 March 2022                       |                   | 3,362                              |
| <b>14 Deferred income</b>              |                   |                                    |
|                                        | <b>2022<br/>£</b> | <b>2021<br/>£</b>                  |
| Arising from Deferred income           | 103,234           | 128,497                            |

# CRAWLEY COMMUNITY ACTION LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2022

#### 15 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

|                        | Movement in funds          |                       |                       |                |                                |
|------------------------|----------------------------|-----------------------|-----------------------|----------------|--------------------------------|
|                        | Balance at<br>1 April 2021 | Incoming<br>resources | Resources<br>expended | Transfers      | Balance at<br>31 March<br>2022 |
|                        | £                          | £                     | £                     | £              | £                              |
| Premises fund          | 3,557                      | -                     | -                     | (3,557)        | -                              |
| Horsham Advice Work    | -                          | 50,400                | (47,231)              | (3,169)        | -                              |
| Thriving communities   | -                          | 117,328               | (74,404)              | -              | 42,924                         |
| Social Prescribing     | -                          | 155,536               | (138,866)             | (3,000)        | 13,671                         |
| SCF                    | -                          | 20,000                | (20,000)              | -              | -                              |
| Living Healthier Lives | -                          | 24,627                | (20,606)              | -              | 4,020                          |
|                        | <u>3,557</u>               | <u>367,891</u>        | <u>(301,107)</u>      | <u>(9,726)</u> | <u>60,615</u>                  |

|                              | Movement in funds          |                       |                       |                 |                                |
|------------------------------|----------------------------|-----------------------|-----------------------|-----------------|--------------------------------|
|                              | Balance at<br>1 April 2020 | Incoming<br>resources | Resources<br>expended | Transfers       | Balance at<br>31 March<br>2021 |
|                              | £                          | £                     | £                     | £               | £                              |
| Premises fund                | 17,598                     | 92,582                | (92,003)              | (14,620)        | 3,557                          |
| Community training           | 1,209                      | -                     | -                     | (1,209)         | -                              |
| Young Crawley Family Credits | -                          | -                     | (7,690)               | 7,690           | -                              |
| Prescription Plus - pilot    | -                          | 104,215               | (102,715)             | (1,500)         | -                              |
| Prescription Plus - CCG      | 2,545                      | 78,478                | (79,595)              | (1,428)         | -                              |
| CREW project                 | 4,984                      | -                     | (2,288)               | (2,696)         | -                              |
| Horsham Advice Work          | -                          | 21,809                | (20,640)              | (1,169)         | -                              |
| Thriving communities         | -                          | 22,672                | (20,452)              | (2,220)         | -                              |
|                              | <u>26,337</u>              | <u>319,756</u>        | <u>(325,383)</u>      | <u>(17,152)</u> | <u>3,557</u>                   |

#### Restricted income funds - Review of operations

The Premises fund is the departmental operation overseen by a Premises and Reception Officer to run the building at The Orchard with its many charitable sector tenants. All the building running costs are accounted for by Crawley Community & Voluntary Service as lead manager for The Orchard building, to be then recharged to all tenants by way of rent and a variable quarterly service charge. The Premises fund for The Orchard building premises management operation is accounted for within Crawley Community Action as a distinct restricted income fund operation in order to disclose clear accountability to the tenants.

The Premises fund operation has in the past built up a Sinking fund, Contingency fund and Bad debt provision from the operating budget each year to provide for future contingencies and the major costs of the up-keep of the building. The amount of these funds set aside totalled £nil at 31 March 2022.

Over the past years contracts for The Orchard have been reviewed to seek to gain best value for money, and with nearly full occupation of The Orchard, increased meeting room hire income, and income from short-term letting of spare office space, the Premises management operation has been able to maintain a quarterly service charge rate of £12 per square foot to its tenants from March 2019.

# CRAWLEY COMMUNITY ACTION LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2022

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#### 15 Restricted funds

(Continued)

CCA continues to see The Orchard building as a key resource for tenants and their operations in Crawley providing well-equipped offices, meeting rooms and facilities.

CCA was granted a lease to the building at The Orchard, 1 & 2 Gleneagles Court, Brighton Road, Crawley in 2006 by Crawley Borough Council to manage the building for several charitable organisations to move in together as tenants to create a successful voluntary sector centre for Crawley.

The Premises and Resources Officer continued with the programme of up-dating the facilities and equipment that the Premises management operation provides with expenditure on improved and other improvements to the facilities within the building for the benefit of tenants and their staff, room hirers and visitors to The Orchard building.

As part of our membership of the West Sussex Infrastructure Alliance, we have continued to contribute to county-wide initiatives and programmes. This has included developing volunteering services and a piece of work to implement a volunteering system that can be better integrated with our partners across the county. As part of our commitment to the Alliance, and in support of our neighbouring areas, we worked in partnership with Horsham Council to provide developmental support to community groups in their district. This work was delivered by a CCA staff member who was embedded within the council's voluntary sector support service and ensured county-wide infrastructure support was available. Having played an important role in supporting this work, during the year we were pleased to hand it over to a charity based in Horsham as a more appropriate and sustainable way to deliver this service.

In 2020 we received a grant from Sussex Community Foundation to undertake focussed work with groups from minority ethnic communities. Following the decision by the Borough Council to stop core funding for CCA, which included support to local community groups, we sought agreement from the SCF to shift the focus of the funded work. We were very grateful for their flexibility, which enabled us to maintain a broader package of support for the local community. Group development support was made available to minority ethnic groups under our Living Healthier Lives project, which is addressing health inequalities within diverse communities. With these separate strands of work we were able to maintain our group development offer to the local community.

Social Prescribing has been a significant part of our work during the year. This includes our contract with the Clinical Commissioning Group (now Integrated Care Service) to provide social prescribing services to local residents. This work has been undertaken as part of our Crawley Social Prescribing service. We have also delivered other pieces of work as part of our social prescribing services. We have undertaken specialist social prescribing work with people from minority communities, as well as increasing our engagement with those communities to raise awareness of social prescribing. This work has been carried out as part of our Living Healthier Lives Project. We have also been active in leading developments in social prescribing across the South East region. Crawley Community Action hosts the South East Regional Lead for the Thriving Communities Programme, run by the National Academy for Social Prescribing (NASP). This programme's aim is to support the voluntary and community sector and social enterprises to engage with social prescribing. Part of the Thriving Communities programme involves recruiting voluntary and community sector organisations to the Learning Together programme and offering funding and communication opportunities from NASP partners. This fund is restricted to the work that is being undertaken by NASP and their partners.

# CRAWLEY COMMUNITY ACTION LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2022

#### 16 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

|                             | <b>Movement in funds</b>       |                           |                                |                  |                                 |
|-----------------------------|--------------------------------|---------------------------|--------------------------------|------------------|---------------------------------|
|                             | <b>Balance at 1 April 2020</b> | <b>Incoming resources</b> | <b>Balance at 1 April 2021</b> | <b>Transfers</b> | <b>Balance at 31 March 2022</b> |
|                             | <b>£</b>                       | <b>£</b>                  | <b>£</b>                       | <b>£</b>         | <b>£</b>                        |
| Redundancy provision        | 8,000                          | -                         | 8,000                          | -                | 8,000                           |
| Pension liability provision | 40,000                         | -                         | 40,000                         | 25,000           | 65,000                          |
|                             | <u>48,000</u>                  | <u>-</u>                  | <u>48,000</u>                  | <u>25,000</u>    | <u>73,000</u>                   |

The redundancy provision is the amount set aside by the trustees to establish a fund for future redundancy costs.

The pension liability provision is the amount set aside by the trustees to establish a fund to cover the potential additional amount of estimated participating employer's debt on withdrawal liability for the portion of the pension fund deficit attributed to Crawley Community Action Ltd over and above that already provided in the accounts.

#### 17 Analysis of net assets between funds

|                                                    | <b>Unrestricted funds</b> | <b>Designated funds</b> | <b>Restricted funds</b> | <b>Total</b>   |
|----------------------------------------------------|---------------------------|-------------------------|-------------------------|----------------|
|                                                    | <b>2022</b>               | <b>2022</b>             | <b>2022</b>             | <b>2022</b>    |
|                                                    | <b>£</b>                  | <b>£</b>                | <b>£</b>                | <b>£</b>       |
| Fund balances at 31 March 2022 are represented by: |                           |                         |                         |                |
| Current assets/(liabilities)                       | 168,183                   | 73,000                  | 60,615                  | 301,798        |
| Provisions                                         | (3,362)                   | -                       | -                       | (3,362)        |
|                                                    | <u>164,821</u>            | <u>73,000</u>           | <u>60,615</u>           | <u>298,436</u> |
|                                                    | <u>2021</u>               | <u>2021</u>             | <u>2021</u>             | <u>2021</u>    |
|                                                    | <b>£</b>                  | <b>£</b>                | <b>£</b>                | <b>£</b>       |
| Fund balances at 31 March 2020 are represented by: |                           |                         |                         |                |
| Current assets/(liabilities)                       | 197,499                   | 48,000                  | 3,557                   | 249,056        |
| Provisions                                         | (17,292)                  | -                       | -                       | (17,292)       |
|                                                    | <u>180,207</u>            | <u>48,000</u>           | <u>3,557</u>            | <u>231,764</u> |

# CRAWLEY COMMUNITY ACTION LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2022

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#### 18 Operating lease commitments

At the reporting end date the charitable company had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

|                            | 2022<br>£  | 2021<br>£    |
|----------------------------|------------|--------------|
| Within one year            | 536        | 4,555        |
| Between two and five years | -          | 536          |
|                            | <u>536</u> | <u>5,091</u> |

The charitable company leases one multifunctional photocopier/printer, and a mail franking machine, as facilities for use by tenants and in office administration. There are two operating leases covering these machines, one lease for a period of sixty months which commenced in May 2017 when the previous lease expired, and one lease for a period of seventy five months which commenced in October 2016. Each lease is payable by quarterly instalments.

#### 19 Related party transactions

There were no disclosable related party transactions during the year (2021 - none).

#### 20 COVID-19

At the reporting date COVID-19 caused widespread lockdown measures to be imposed in the UK and worldwide. This has resulted in a reduction in both supply and demand in the economy. It is not currently possible to estimate the impact this will have on the future financial results of the charitable company. Management have assessed the impact of COVID-19 on the results reported for the financial year ended 31 March 2022 and consider that all COVID-19 related costs and effects have been reflected in the accounts.

# CRAWLEY COMMUNITY ACTION LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2022

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#### 21 Pension costs

The company participates in the scheme, a multi-employer scheme which provides benefits to some 950 non-associated participating employers. The scheme is a defined benefit scheme in the UK. It is not possible for the company to obtain sufficient information to enable it to account for the scheme as a defined benefit scheme. Therefore it accounts for the scheme as a defined contribution scheme.

The scheme is subject to the funding legislation outlined in the Pensions Act 2004 which came into force on 30 December 2005. This, together with documents issued by the Pensions Regulator and Technical Actuarial Standards issued by the Financial Reporting Council, set out the framework for funding defined benefit occupational pension schemes in the UK.

The scheme is classified as a 'last-man standing arrangement'. Therefore the company is potentially liable for other participating employers' obligations if those employers are unable to meet their share of the scheme deficit following withdrawal from the scheme. Participating employers are legally required to meet their share of the scheme deficit on an annuity purchase basis on withdrawal from the scheme.

A full actuarial valuation for the scheme was carried out at 30 September 2017. This valuation showed assets of £794.9m, liabilities of £926.4m and a deficit of £131.5m. To eliminate this funding shortfall, the Trustee has asked the participating employers to pay additional contributions to the scheme as follows:

Unless a concession has been agreed with the Trustee the term to 31 January 2025 applies.

Note that the scheme's previous valuation was carried out with an effective date of 30 September 2014. This valuation showed assets of £793.4m, liabilities of £969.9m and a deficit of £176.5m. To eliminate this funding shortfall, the Trustee has asked the participating employers to pay additional contributions to the scheme as follows:

The recovery plan contributions are allocated to each participating employer in line with their estimated share of the Series 1 and Series 2 scheme liabilities.

Where the scheme is in deficit and where the company has agreed to a deficit funding arrangement the company recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. The present value is calculated using the discount rate detailed in these disclosures. The unwinding of the discount rate is recognised as a finance cost.

The discount rates shown above are the equivalent single discount rates which, when used to discount the future recovery plan contributions due, would give the same results as using a full AA corporate bond yield curve to discount the same recovery plan contributions.

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# Accounts

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**CRAWLEY COMMUNITY ACTION LTD**

Charity registration No. 1094699

Company registration No. 04488714

**CRAWLEY COMMUNITY ACTION LTD**

A company limited by guarantee

**Trustees' Report and Accounts**

**For the year ended 31 March 2021**

# Crawley Community Action Ltd

## Reference and Administrative Information

|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of the charity                    | Crawley Community Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Trustees                               | Sue Bloom (Chair) (Appointed 02/10/2013)<br>Ashwin Soni (Finance Director) (Appointed 10/10/2019)<br>Jeremy Yeats-Edwards (Vice-Chair) (Appointed 05/10/2009)<br>Paul Castle (Company Secretary) (Appointed 03/10/2011)<br>Chris Cheshire DL (Appointed 17/09/2004)<br>Dr Iyadh Daoud (Appointed 19/09/2003)<br>Vivienne Gray (Appointed 02/10/2013)<br>Marilyn Le Feuvre (Appointed 10/10/2018)<br>David Murphy (Appointed 17/07/2002)<br>Brian Eastman (Resigned 09/12/2020)<br>Desmond Broadbridge (Resigned 09/12/2020)<br>Peter Mansfield-Clark (co-opted)<br>Darren McDonald (co-opted) |
| Charity registration number            | 1094699                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Company registration number            | 04488714                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Chief Executive                        | Daran Bennett (Interim)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Company Secretary                      | Paul Castle                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Principal office and Registered office | The Orchard<br>1-2 Gleneagles Court<br>Brighton Road<br>Crawley, West Sussex<br>RH10 6AD<br><br>Telephone: 01293 657000<br>e-mail: <a href="mailto:info@crawleycommunityaction.org">info@crawleycommunityaction.org</a><br>website: <a href="http://www.crawleycommunityaction.org">www.crawleycommunityaction.org</a>                                                                                                                                                                                                                                                                        |
| Independent Examiner                   | Darren Harding ACA FCCA DChA<br>Richard Place Dobson Services Limited<br>Chartered Accountants<br>1-7 Station Road<br>Crawley, West Sussex<br>RH10 1HT                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Bankers                                | Royal Bank of Scotland plc<br>Drummond House (F) Branch,<br>Customer Service Centre,<br>Drummond House,<br>1 Redheughs Avenue,<br>Edinburgh, EH12 9JN                                                                                                                                                                                                                                                                                                                                                                                                                                         |

# Crawley Community Action

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# Crawley Community Action Ltd

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

For the year ended 31 March 2021

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The trustees present their report and accounts for the year ended 31 March 2021.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charitable company's Memorandum and Articles of Association, applicable law and the requirements 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 (FRS102) (effective 1 January 2019) – the Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Companies Act 2006, and the Charities Act 2011.

After obtaining the approval of the Charity Commission, the business, assets and funds of the charity, Crawley Council for Voluntary Service registered with the Charity Commission (number 227757), were transferred to a company limited by guarantee with the same name. The charitable company was incorporated on 17 July 2002 with registered number 4488714, and was registered on 21 November 2002 with Charity Commission number 1094699.

Following the Special Resolution passed at the Annual General Meeting held on 1 October 2010, the name of the charity (and the charitable company) was changed from Crawley Council for Voluntary Service to Crawley Community & Voluntary Service. The certificate of incorporation on change of name was registered at Companies House by the Registrar of Companies for England and Wales on 10 December 2010. The name change has also been registered with the Charity Commission.

Following the Special Resolution passed at the Annual General Meeting held on 9 December 2020, the name of the charity (and the charitable company) was changed from Crawley Community & Voluntary Service to Crawley Community Action Ltd. The certificate of incorporation on change of name was registered at Companies House by the Registrar of Companies for England and Wales on 23 February 2021. The name change has also been registered with the Charity Commission.

### Objectives and Activities of the charity

At the Special General Meeting held on 9 March 2015, the members adopted a new governing document in the form of a new Memorandum and Articles of Association. The new Memorandum and Articles of Association is based on a National Association for Voluntary and Community Action (NAVCA) model document, approved by the Charity Commission.

Under the new Memorandum and Articles of Association, the objects of the charity Crawley Community & Voluntary Service are:

- to promote any charitable purposes for the benefit of the public, principally but not exclusively in the local government area of Crawley and its environs (hereinafter called "the area of benefit") and, in particular, build the capacity of the third sector organisations and provide them with the necessary support, information and services to enable them to pursue or contribute to any charitable purpose.

# Crawley Community Action Ltd

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

For the year ended 31 March 2021

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- 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 new governing document re-defined membership to include all charities, voluntary organisations and social enterprises accessing any support or service provided by Crawley Community & Voluntary Service, enabling them to have a say in the management and running of the organisation as a member. From April 2015 membership does not require payment of a subscription, and annual membership is by application form.

# Crawley Community Action Ltd

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

For the year ended 31 March 2021

### Public Benefit Statement

The requirements for reporting public benefit in an annual report are that the report will contain;

- i) a report of those activities undertaken by a charity to further its charitable activities for the public benefit, and
- ii) a statement by the charity trustees that they have due regard to public benefit guidance published by the Charity Commission.

The guidance sets out two key principles which need to be met in order to show that an organisation's aims are for the public benefit;

- i) there must be an identifiable benefit or benefits, i.e. the "benefit" principle, and
- ii) the benefit must be to the public or a section of the public, the "public" principle.

The trustees refer to the guidance in the Charity Commission's general guidance on Public Benefit when reviewing the aims and objectives of, and in planning, activities. The trustees endorse these key principles of public benefit, and reflect them into the aims and objectives of the activities they have set. Crawley Community Action typically delivers on these objectives through delivering on the National Association for Voluntary and Community Action (NAVCA) standards.

The nature of the activities carried out by Crawley Community Action are detailed in the narrative of Achievements and Performance in the year in the Trustees' Report, and in other literature and newspaper articles, and on Facebook, Twitter and the website. By means of these narratives and publicity, the trustees show that the activities undertaken by Crawley Community Action to further its charitable activities are, and are duly reported as being, for the public benefit.

# Crawley Community Action Ltd

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

For the year ended 31 March 2021

### Achievements and Performance in the year

#### Supporting the Community and Voluntary Sector

##### Key achievements

- 85 charities, community groups and CICs supported with capacity and capability building advice and guidance
- A total of 188 support interventions delivered around financial resilience, best practice in governance and organisational development
- 11 new community projects supported with in-depth advice and guidance
- A total of £49,884 secured from external funding sources through tailored support

##### Group support overview

A total of 85 organisations have been provided with in-depth advice, support and guidance, including 11 new initiatives, resulting in 187 positive interventions which fall into three main categories of capacity and capability building as summarised below:

##### Building financial resilience

| Nature of support                     | Number of requests |
|---------------------------------------|--------------------|
| Review of draft funding bid           | 14                 |
| Help to write a funding bid           | 6                  |
| Support to develop a funding plan     | 9                  |
| Identifying potential funding sources | 29                 |
| Implementing robust financial systems | 3                  |
| <b>Total</b>                          | <b>61</b>          |

##### Improving governance and internal systems

| Nature of support                           | Number of requests |
|---------------------------------------------|--------------------|
| Constitution/governing document advice      | 18                 |
| Changing legal structure                    | 6                  |
| Trustee/Director roles and responsibilities | 6                  |
| Insurance                                   | 14                 |
| Banking issues                              | 4                  |
| Policy development                          | 16                 |
| Governance health check/fit for funding     | 3                  |
| Brokering links with professional services  | 11                 |
| <b>Total</b>                                | <b>78</b>          |

# Crawley Community Action Ltd

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

For the year ended 31 March 2021

### Enabling new and established organisations to grow and develop

| Nature of support                           | Number of requests |
|---------------------------------------------|--------------------|
| Essential start-up advice and guidance      | 11                 |
| Developing business/project plans           | 8                  |
| Creating positive partnership opportunities | 18                 |
| Website/publicity                           | 3                  |
| Premises issues                             | 9                  |
| <b>Total</b>                                | <b>48</b>          |

### Group Support

A total of 31 voluntary groups and social enterprises accessed the service during the period January to 31<sup>st</sup> March 2021. We have also been supporting three new initiatives during this period: The following just a few examples of groups who have received in-depth advice and development support:

Christians Against Poverty (CAP): Support with developing a fundraising strategy, building links with the local business community and Crawley Social Prescribing.

Crawley Audio News: Advice with fundraising to cover financial losses caused by the pandemic. Following a successful application to Longley Trust CCA brokered a connection with Crawley LGBT+ for them to sub-let one of the rooms at The Orchard.

Crawley Film Initiative CIC: Support with developing a business plan.

Crawley LGBT+: Advice on fundraising for Crawley Pride 2021, ongoing project planning and brokering links with Crawley College, schools and CCYS.

Crawley Self-Defence Centre CIC: Supporting joint-working opportunities with Streetlight UK and Safe in Sussex to create pilot self-defence sessions for vulnerable women.

Crawley Museum: Support with undertaking a trustee skills audit and brokering links with Richard Place Dobson Foundation to assist with identified gaps in knowledge such as risk management and improving links with business community.

Uganda Crawley Community Association: Support with addressing health inequalities, strengthening links with CBC, CAB, Crawley Wellbeing and local food poverty initiatives. Guidance also provided on process to register as a CIO and writing charitable objects.

# Crawley Community Action Ltd

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

For the year ended 31 March 2021

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Some examples:

*The support provided to us by CCA, has not only helped us as an organisation in terms of our own delivery, but it has helped us to gain a greater understanding of the communities we support within Crawley. I have been involved in several key forums and steering groups...During the pandemic, CCA have proven to be a crucial contact point and facilitator for organisations to come together to support each other and share information, which has crucially supported the public...*

**Crawley Town Community Foundation**

*Thank you CCA for always being there with your advice, regular information and for all the encouragement in developing our important services for the most vulnerable and marginalised in Crawley.*

**Crawley Self-Defence CIC**

### **Crawley Volunteer Centre**

In March 2020 we adopted a new online platform for the Crawley Volunteer Centre. We are now using the same integrated platform across the organisation. Our volunteering data is provided from the date of implementation of the new system but going forward can be captured and reported upon as required. In November 2020 we employed a new Community Groups and Volunteering Manager to increase the support we are giving to voluntary organisations and people looking to volunteer with them. From March to December 2020, we approved 354 volunteers and placed 54 volunteers via the database and approximately 100 in total including group volunteering opportunities.

We supported the roll out of the Covid-19 vaccination programme by sourcing local volunteers for surgery level and county level vaccination centres. As part of this process, we also provided advice and guidance about volunteering best practice. We have also represented the sector on the Crawley Targeted Vaccination Group and have advocated for targeted work to address the uptake of the programme across Crawley's diverse communities.

As in so many other ways, 2020 was a challenging year for volunteering in the town. Many organisations who work with volunteers experienced significant disruption because of the pandemic and the lockdowns that have taken place. We have provided updates on government guidance to support organisations working with volunteers. We completed some informal research with local voluntary and community organisations, many of whom had paused volunteer recruitment due to the pandemic. Of 41 organisations who responded nearly half told us they hoped to start recruiting volunteers when restrictions caused by the pandemic were eased. We are in the process of completing a more formal piece of information gathering into the needs of local groups in respect of volunteers and volunteering support.

# **Crawley Community Action Ltd**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)**

For the year ended 31 March 2021

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### **Partnerships**

We have been part of the Putting Communities First programme, offering a training workshop to potential applicants and being part of the committee allocating grants. We have also been available for ongoing or further developmental support to applicants.

We are part of the VCS Emergencies Partnership, acting as both a liaison lead and local infrastructure organisation. This work has been part of a regional and national process to map community needs and allocate resources as required.

We are part of a project researching the implementation out of the NHS Volunteer Responders Programme locally. CCA is providing Project Management Capacity support for this work that is funded by Sussex Health Care Partnership. (It is a task and finish piece of work however discussion with ESCC Paul Rideout suggests there may well be follow on work). This research will be used to inform an extension or redevelopment of the service.

We are part of the Crawley Borough Council Crawley Economic Recovery Taskforce (CERT) Group and Town Deal Board, where we represent the needs and views of the local voluntary and community sector. We have also maintained our presence on the Crawley Safer Partnership group.

We have maintained our presence on the Safer Crawley Partnership which has provided robust representation of relevant local group activity addressing issues of domestic violence, hate crime and diversionary youth activities.

### **Social Prescribing**

Social Prescribing works hand in hand with the NHS in Crawley to improve health and wellbeing by connecting patients to community support and activities. Social prescribing is a means of enabling GPs and their other health and care professionals in their practices to refer people to a range of local, non-clinical services to support individuals to take greater control of their own health. Documented case studies demonstrate the life-changing impact of Prescription Plus on the lives of many of our clients in the town. Social Prescribing was pioneered in Crawley by CCA and the original Prescription Plus project was extended in 2020 to include all 12 medical practices in the town.

As at March 2021 total referrals were 375 with loneliness and social isolation being the principal reasons for the referrals.

# Crawley Community Action Ltd

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

For the year ended 31 March 2021

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Some case study examples:

### Example 1

Initial referral September 2020:

- 65 year-old male
- Multiple health issues impacting mobility
- Isolated, experiencing anxiety and low mood
- Referred by his GP for Financial Needs

Results January 2021: This client now feels

- Supported by information
- Connected to professionals
- Informed about trusted services

### Example 2

Initial referral February 2020:

- 58 year-old male
- Carer with multiple health issues
- Minimal benefits due to home circumstances
- Low mood

Results January 2021:

- Support from CAB and Carers Support
- Permanent accommodation from CBC
- Telephone sessions with Lifecentre counselling
- Quote: 'I was desperate and you spending time with me made a huge difference.'

## Thank you

The trustees would like to warmly thank CCA staff team without whose professionalism and dedication our services could not be delivered in Crawley.

The trustees welcome Daran Bennett as our interim Chief Executive for a temporary period in 2021. John Williams our previous Chief Executive left in March 2021 and we wish him well in his new endeavours.

Two of our longest-serving trustees retired this year and we thank them for their efforts. Brian Eastman was a trustee since 2006 and served both as Company Secretary and as adviser in matters pertaining to the building we occupy. Desmond Broadbridge was a trustee since 2004 and had the vital role of treasurer. Both Brian's and Desmond's diligence and wisdom will be missed.

# Crawley Community Action Ltd

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

For the year ended 31 March 2021

We thank West Sussex County Council and Sussex Community Foundation for their ongoing support. We also thank Crawley CCG (NHS Clinical Commissioning Group) for the continued funding of Social Prescribing.

We are grateful to Crawley Borough Council for letting us the office premises at the Orchard free of rent and for their past support in being the main funder until this year.

### Structure, Governance and Management

#### Trustees

The trustees, who are also the directors for the purpose of company law, who served during the year, were:

|                       |                            |
|-----------------------|----------------------------|
| Sue Bloom             | Chair                      |
| Ashwin Soni           | Treasurer                  |
| Jeremy Yeats-Edwards  | Vice-Chair                 |
| Paul Castle           | Company Secretary          |
| Chris Cheshire DL     |                            |
| Dr Iyadh Daoud        |                            |
| Vivienne Gray         |                            |
| Marilyn Le Feuvre     |                            |
| David Murphy          |                            |
| Brian Eastman         | (Resigned 9 December 2020) |
| Desmond Broadbridge   | (Resigned 9 December 2020) |
| Peter Mansfield-Clark | Co-opted                   |
| Darren McDonald       | Co-opted                   |

The trustees are members of the charitable company. Under the Memorandum and Articles of Association the liability of the members is limited, undertaking to contribute to the assets of the charitable company in the event of a winding up, an amount not exceeding £1.

Trustees are elected by members of the charitable company at a General Meeting.

Not less than three quarters of the board of trustees from time to time shall be, or be elected by, members of the charitable company, i.e. representing an organisation which is a member of the charitable company. The board of trustees may from time to time appoint any person to be a trustee to fill a casual vacancy to hold office until the next Annual General Meeting.

The trustees examine the major strategic, business and operational risks that the charity faces. The trustees confirm that systems are in place and monitored to mitigate those risks. These systems are subjected to regular review, including the up-dating of insurance cover, staff employment procedures, financial procedures and authorisation processes. The principal risks relate to keeping up-to-date with legislation and regulations, and to having robust IT systems and communication, adequate funding, good staffing, and other resources to enhance performance on projects to develop and sustain well-funded services.

# Crawley Community Action Ltd

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

For the year ended 31 March 2021

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New trustees are given an induction pack which contains the Memorandum and Articles of the Association and a copy of the current policies and procedures. This pack is used alongside training given by the experienced members of the board and the Chief Executive.

### Financial Review

Crawley Community Action embraced the new focus and strategic direction to maintain our core services delivery in the year. This was in line with the planning process developed in response to our client and funders needs.

Unrestricted Income funds in hand at the year-end were £180,207 (2020: £162,040).

Mindful of the obligation for the potential liability for the deficit on the pension scheme, certain sums had been set aside over many years. In the 2018 accounts, a transfer was made to formally set up a Designated Fund out of Unrestricted funds in hand to cover the potential additional amount of £40,000 estimated participating employer's debt on withdrawal liability for the portion of the pension fund deficit attributed to Crawley Community & Voluntary Service over and above that already provided in the accounts.

Restricted Income funds in hand at the year-end were £3,557 (2020: £26,336). See Note 16 to the accounts for Restricted Income funds tables and the Restricted Income funds operations.

All of the assets of the charity are used to carry out its objectives.

### Reserves policy

Crawley Community Action Ltd receives funding from different sources to provide services in the promotion of charitable purposes for the benefit of the Crawley community in line with its objects. These funds are normally provided for an agreed period, usually one year. Such funding normally permits underspends to be carried forward flexibly to continue service provision into part of the subsequent year and thus make best use of resources.

The trustees, from long established practice, would expect any intention of these funders to withdraw (or substantially reduce) the level of such annual funding to be the subject of long-term discussions signalled well in advance.

Provided funders gave sufficient notice of intention to make such changes, the trustees would respond to effect any organisational changes required to meet new financial constraints in an ordered manner and in good time, so as to avoid having to take precipitous actions to the detriment of staff, their duties and the services provided to the community.

# Crawley Community Action Ltd

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

For the year ended 31 March 2021

### Financial Review *continued*

Nevertheless the trustees believe it is important they hold as financial reserves at all times, the funds necessary to secure the loyalty and continuous employment of trained staff, trusted contacts and relationships with clients and colleagues, and maintenance of facilities and contracted services to ensure an ordered service provision capacity beyond short-term measures. The trustees only wish to have these financial reserves at a minimum level and therefore review the funds required annually.

The reserves policy will fund:

- The amount required to write down fixed assets to their realisable disposal value in the event they become redundant upon a forced closedown
- Support to employees in finding alternative employment
- Termination pay to employees under their notice and pay contract conditions
- Terminating service contracts, such as office rent and equipment
- Office closure costs, removals and document retention
- Participating employer's debt on withdrawal from pension scheme
- Contingency sum for outstanding liabilities
- Any reimbursement of funding as required by funders
- Legal and advisory costs on orderly withdrawal from activities
- Accountancy, audit, independent examination and other costs of winding up

The trustees consider that unrestricted funds levels of between £120,000 - £180,000 is sufficient.

The trustees may at any time create a reserve for any purpose contained in the Business Plan, or as required and approved by the funder, or close out a reserve when no longer required or appropriate. The trustees may create and maintain the reserves aggregated as a pool within general activity income funds, not necessarily wholly specific to general activity such that part may be related and applied in the event ultimately against any Restricted Income fund activity if or as required.

### Investment policy

The policy is to place the investment of surplus funds onto bank deposit accounts with the bank parent of The Royal Bank of Scotland plc. The policy, in line with the bank changing the range of deposits accounts available, is to continue solely with the operation of a deposit for the portion of funds not envisioned to be needed to be drawn in the shorter term to be placed on deposit with a withdrawal notice period of ninety-five days.

# Crawley Community Action Ltd

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

For the year ended 31 March 2021

### Financial Review *continued*

The trustees examine the major strategic, business and operational risks that the charity faces. The trustees confirm that systems are in place and monitored to mitigate those risks. These systems are subjected to regular review, including the up-dating of insurance cover, staff employment procedures, financial procedures and authorisation processes.

### Plans for the future

We are very proud of our history as first as Crawley Council for Community Service (CCCS), then Crawley Community & Voluntary Service (CCVS) and now as Crawley Community Action (CCA), which for many years provided infrastructure support to the voluntary sector, and we continue this legacy in the work that we do. Nationally and locally there has been a shift in emphasis away from infrastructure support, and CCA is increasingly involved in direct service delivery, such as our Social Prescribing Service.

Crawley Community Action (CCA) has been making a positive contribution to our community for 60 years.

This year we are responding to the withdrawal of our main core funding from Crawley Borough Council. While potentially a major setback this has encouraged us to embark on a process of diversifying our funding and developing a new business model, focusing on project specific funded work. We are also exploring other income generating ideas including chargeable services such as training or consultancy.

We have identified the following five areas of focus for our future activities:

- Training and Development
- Volunteering support
- Voluntary and Community Group Development
- Social Prescribing
- The Orchard Community Hub

CCA is responding to the reduction in our core funding, whilst maintaining the role we play in Crawley's voluntary sector. During 2021 we will run a consultation that we will use to inform our development as an organisation, as well as exploring new opportunities for services and partnerships. This will lead to a re-launch in the autumn, recognising that as an organisation we have changed and wanting to take the opportunity to mark this change.

This report has been prepared in accordance with the special provisions of part 15 of Companies Act 2006 relating to small companies. The trustees' report was approved by the Board of Trustees

Sue Bloom

**Trustee & Chairperson**

Dated: 01/10/2021



# Crawley Community Action Ltd

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF CRAWLEY COMMUNITY ACTION LTD

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

### Responsibilities and basis of report

As the charity's trustees of the Charitable 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 Charitable 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.

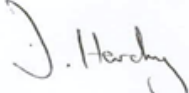
Since your charity's gross income exceeds £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of Institute of Chartered Accountants in England and Wales which is one of the listed bodies.

### Independent examiner's statement

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

1. accounting records were not kept in respect of the Charitable 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.



**Darren Harding ACA FCCA DChA**

Richard Place Dobson Services Limited

Chartered Accountants

1-7 Station Road

Crawley, West Sussex, RH10 1HT

Dated:.....05/10/2021.....

# Crawley Community Action Ltd

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021

### Current Financial Year

|                                               |       | Unrestricted<br>Funds<br>general<br>2021<br>£ | Designated<br>Funds<br>designated<br>2021<br>£ | Restricted<br>Income<br>Funds<br>2021<br>£ | Total<br>2021<br>£ | Total<br>2020<br>£ |
|-----------------------------------------------|-------|-----------------------------------------------|------------------------------------------------|--------------------------------------------|--------------------|--------------------|
|                                               | Notes |                                               |                                                |                                            |                    |                    |
| <b>Income</b>                                 |       |                                               |                                                |                                            |                    |                    |
| Donations                                     | 3     | 158,342                                       | -                                              | 191,576                                    | 349,918            | 345,029            |
| Charitable activities                         | 4     | 2,785                                         | -                                              | 92,583                                     | 95,368             | 161,158            |
| Investment income                             | 5     | 784                                           | -                                              | -                                          | 784                | 2,213              |
| <b>Total income</b>                           |       | <b>161,911</b>                                | <b>-</b>                                       | <b>284,159</b>                             | <b>446,070</b>     | <b>508,400</b>     |
| <b>Expenditure on</b>                         |       |                                               |                                                |                                            |                    |                    |
| <b>Charitable activities</b>                  |       |                                               |                                                |                                            |                    |                    |
| Provision of CVS support                      | 6     | 164,093                                       | -                                              | 289,787                                    | 453,880            | 557,464            |
| <b>Total charitable expenditure</b>           |       | <b>164,093</b>                                | <b>-</b>                                       | <b>289,787</b>                             | <b>453,880</b>     | <b>557,464</b>     |
| Other                                         | 10    | (3,197)                                       | -                                              | -                                          | (3,197)            | (4,366)            |
| <b>Total resources expended</b>               |       | <b>160,896</b>                                | <b>-</b>                                       | <b>289,787</b>                             | <b>450,683</b>     | <b>553,098</b>     |
| <b>Net income/(outgoing)</b>                  |       | <b>1,015</b>                                  | <b>-</b>                                       | <b>(5,628)</b>                             | <b>(4,613)</b>     | <b>(44,698)</b>    |
| <b>Resources before transfers</b>             |       |                                               |                                                |                                            |                    |                    |
| Gross transfers between funds                 |       | 17,152                                        | -                                              | (17,152)                                   | -                  | -                  |
| <b>Net income/(expenditure) for the year/</b> |       |                                               |                                                |                                            |                    |                    |
| <b>Net movement in funds</b>                  |       | <b>18,167</b>                                 | <b>-</b>                                       | <b>(22,780)</b>                            | <b>(4,613)</b>     | <b>(44,698)</b>    |
| Fund balances at 1 April 2020                 |       | 162,040                                       | 48,000                                         | 26,337                                     | 236,377            | 281,074            |
| <b>Fund balances at 31 March 2021</b>         |       | <b>180,207</b>                                | <b>48,000</b>                                  | <b>3,557</b>                               | <b>231,764</b>     | <b>236,376</b>     |

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

**Crawley Community Action Ltd**  
**STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED)**  
**INCLUDING INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**Prior financial year**

|                                                                         |       | Unrestricted<br>funds<br>general | Unrestricted<br>funds<br>designated | Restricted<br>funds | Total          |
|-------------------------------------------------------------------------|-------|----------------------------------|-------------------------------------|---------------------|----------------|
|                                                                         | Notes | 2020<br>£                        | 2020<br>£                           | 2020<br>£           | 2020<br>£      |
| <b>Income from:</b>                                                     |       |                                  |                                     |                     |                |
| Donations                                                               | 3     | 150,648                          | -                                   | 194,381             | 345,029        |
| Charitable activities                                                   | 4     | 17,579                           | -                                   | 143,579             | 161,158        |
| Investments                                                             | 5     | 2,213                            | -                                   | -                   | 2,213          |
| <b>Total income</b>                                                     |       | <u>170,440</u>                   | <u>-</u>                            | <u>337,960</u>      | <u>508,400</u> |
| <b>Expenditure on:</b>                                                  |       |                                  |                                     |                     |                |
| Charitable activities                                                   |       |                                  |                                     |                     |                |
| Provision of CCA support                                                | 6     | 186,522                          | -                                   | 370,942             | 557,464        |
| <b>Total charitable expenditure</b>                                     |       | <u>186,522</u>                   | <u>-</u>                            | <u>370,942</u>      | <u>557,464</u> |
| Other                                                                   | 10    | (4,366)                          | -                                   | -                   | (4,366)        |
| <b>Total resources expended</b>                                         |       | <u>182,156</u>                   | <u>-</u>                            | <u>370,942</u>      | <u>553,098</u> |
| <b>Net incoming/(outgoing) resources before transfers</b>               |       | (11,716)                         | -                                   | (32,982)            | (44,698)       |
| Gross transfers between funds                                           |       | <u>41,269</u>                    | <u>-</u>                            | <u>(41,269)</u>     | <u>-</u>       |
| <b>Net income/(expenditure) for the year/<br/>Net movement in funds</b> |       | 29,553                           | -                                   | (74,251)            | (44,698)       |
| Fund balances at 1 April 2019                                           |       | <u>132,487</u>                   | <u>48,000</u>                       | <u>100,587</u>      | <u>281,074</u> |
| <b>Fund balances at 31 March 2020</b>                                   |       | <u>162,040</u>                   | <u>48,000</u>                       | <u>26,336</u>       | <u>236,376</u> |

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# Crawley Community Action Ltd

## BALANCE SHEET

FOR THE YEAR ENDED 31 MARCH 2021

|                                                       | Notes | 2021<br>£        | £               | 2020<br>£        | £               |
|-------------------------------------------------------|-------|------------------|-----------------|------------------|-----------------|
| <b>Current assets</b>                                 |       |                  |                 |                  |                 |
| Debtors                                               | 11    | 72,734           |                 | 52,604           |                 |
| Cash at bank and in hand                              |       | <u>346,976</u>   |                 | <u>313,596</u>   |                 |
|                                                       |       | 419,710          |                 | 366,200          |                 |
| <b>Creditors: amounts falling due within one year</b> | 12    | <u>(170,654)</u> |                 | <u>(109,335)</u> |                 |
| Net current assets                                    |       |                  | 249,056         |                  | 256,865         |
| <b>Provisions for liabilities</b>                     |       |                  | <u>(17,292)</u> |                  | <u>(20,489)</u> |
| <b>Net assets</b>                                     |       |                  | <u>231,764</u>  |                  | <u>236,376</u>  |
| <b>Income funds</b>                                   |       |                  |                 |                  |                 |
| Restricted funds                                      | 16    |                  | 3,557           |                  | 26,336          |
| Unrestricted funds                                    |       |                  |                 |                  |                 |
| Designated funds                                      | 17    | 48,000           |                 | 48,000           |                 |
| General unrestricted funds                            |       | <u>180,207</u>   |                 | <u>162,040</u>   |                 |
|                                                       |       |                  | 228,207         |                  | 210,040         |
|                                                       |       |                  | <u>231,764</u>  |                  | <u>236,376</u>  |

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021.

The directors 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 members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 01/10/2021.



Ashwin Soni (Finance Director)  
Trustee



Paul Castle (Company Secretary)  
Trustee

Company Registration No. 04488714

# Crawley Community Action Ltd

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

---

### 1 Accounting policies

#### Charity information

Crawley Community Action Ltd is a private company limited by guarantee incorporated in England and Wales. The registered office is The Orchard, 1-2 Gleneagles Court, Brighton Road, Crawley, West Sussex, RH10 6AD.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charitable company's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charitable company is a Public Benefit Entity as defined by FRS 102.

The charitable company has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charitable company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charitable company has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The purpose and use of the designated fund is described and set out in the notes to the accounts.

Restricted Income funds are those which are to be used in accordance within the specific restrictions imposed by the grant providers, donors, or other income providers for particular purposes. The purpose and use of the Restricted Income funds is described and set out in the notes to the accounts.

# Crawley Community Action Ltd

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

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### 1.4 Income

Income is recognised when the charitable company is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Income from charitable activities includes income from grants and contract income, donations, management fees and other income generated to supplement funding towards providing core services, and includes premises management operation income of rent, service charges and other premises activity related income from the hire of the meeting rooms at The Orchard generated to provide services to tenants.

Investment income comprises interest earned on bank deposits.

### 1.5 Expenditure

Liabilities and related expenditure are recognised in full in the accounts as soon as the obligation arises. All expenditure is accounted for on an accruals basis and includes attributable Value Added Tax (VAT) which cannot be recovered. Charitable activities are all the resources expended by the charitable company in undertaking its work to meet its charitable objectives.

### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses. Fixed assets such as computer and office equipment are capitalised if the purchase cost exceeds £10,000.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

|                  |                         |
|------------------|-------------------------|
| Office equipment | 1-2 years Straight Line |
|------------------|-------------------------|

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

The purchase of minor items of computer and office equipment, and accounting software is not capitalised as tangible fixed assets but written off to the income and expenditure account in the year of purchase on the basis that they retain little value.

### 1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks and other short-term liquid investments with original maturities of three months or less.

# Crawley Community Action Ltd

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

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### 1.8 Financial instruments

The charitable 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.

### 1.9 Taxation

The charitable company is a registered charity, and is exempt from corporation tax on its income applied for charitable purposes.

### 1.10 Provisions

Provisions are recognised when the charitable company has a legal or constructive present obligation as a result of a past event, it is probable that the charitable company will be required to settle that obligation and a reliable estimate can be made of the amount of the obligation.

The amount recognised as a provision is the best estimate of the consideration required to settle the present obligation at the reporting end date, taking into account the risks and uncertainties surrounding the obligation. Where the effect of the time value of money is material, the amount expected to be required to settle the obligation is recognised at present value. When a provision is measured at present value, the unwinding of the discount is recognised as a finance cost in net income/(expenditure) in the period in which it arises.

### 1.11 Employee benefits

The costs of short-term employee benefits are recognised as a liability and an expense.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charitable company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

### 1.12 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

The scheme is a multi-employer scheme where the scheme is currently in deficit, and since the charitable company has agreed to a deficit funding arrangement, the charitable company recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. Further details are given in the notes to the accounts.

# Crawley Community Action Ltd

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

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### 1.13 Debtors

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

### 1.14 Creditors

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

## 2 Critical accounting estimates and judgements

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

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

### Key sources of estimation uncertainty

#### Deferred income

Grant or contract income is deferred where the income is in respect of a future accounting period.

#### Pension liability

A provision is made for a potential pension funding shortfall in the accounts. The provision is based on an estimated shortfall figure provided by the scheme actuary.

**Crawley Community Action Ltd**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
*FOR THE YEAR ENDED 31 MARCH 2021*

**3 Donations**

|                                                                 | Unrestricted<br>funds<br>general | Restricted<br>funds | Total          | Unrestricted<br>funds<br>general | Restricted<br>funds | Total          |
|-----------------------------------------------------------------|----------------------------------|---------------------|----------------|----------------------------------|---------------------|----------------|
|                                                                 | 2021<br>£                        | 2021<br>£           | 2021<br>£      | 2020<br>£                        | 2020<br>£           | 2020<br>£      |
| Donations                                                       | 1,422                            | -                   | 1,422          | 1,933                            | -                   | 1,933          |
| Grants and contract<br>income receivable<br>for core activities | 156,920                          | 191,576             | 348,496        | 148,715                          | 194,381             | 343,096        |
|                                                                 | <u>158,342</u>                   | <u>191,576</u>      | <u>349,918</u> | <u>150,648</u>                   | <u>194,381</u>      | <u>345,029</u> |

**4 Charitable activities**

|                                    | Provision<br>of CCA<br>2021<br>£ | Provision<br>of CCA<br>2020<br>£ |
|------------------------------------|----------------------------------|----------------------------------|
| Sales within charitable activities | 69,379                           | 136,712                          |
| Charitable rental income           | 23,571                           | 24,119                           |
| Other income                       | <u>2,418</u>                     | <u>327</u>                       |
|                                    | <u>95,368</u>                    | <u>161,158</u>                   |
| Analysis by fund                   |                                  |                                  |
| Unrestricted funds - general       | 2,785                            | 17,579                           |
| Restricted funds                   | <u>92,583</u>                    | <u>143,579</u>                   |
|                                    | <u>95,368</u>                    | <u>161,158</u>                   |

**Crawley Community Action Ltd**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
*FOR THE YEAR ENDED 31 MARCH 2021*

**5 Investments**

|                     | <b>Unrestricted funds<br/>general<br/>2021<br/>£</b> | <b>Unrestricted funds<br/>general<br/>2020<br/>£</b> |
|---------------------|------------------------------------------------------|------------------------------------------------------|
| Interest receivable | <u>784</u>                                           | <u>2,213</u>                                         |

**6 Charitable activities**

|                                        | <b>Provision<br/>of CCA<br/>2021<br/>£</b> | <b>Provision<br/>of CCA<br/>2020<br/>£</b> |
|----------------------------------------|--------------------------------------------|--------------------------------------------|
| Staff costs                            | 341,992                                    | 276,320                                    |
| Staff travelling                       | 399                                        | 2,370                                      |
| Staff training                         | 100                                        | 3,718                                      |
| Volunteer travelling and training      | -                                          | 768                                        |
| Meeting and event costs                | -                                          | 855                                        |
| Recruitment advertising                | 5,255                                      | 5,970                                      |
| Management fees                        | -                                          | 14,620                                     |
| Project fees                           | <u>25,602</u>                              | <u>77,381</u>                              |
|                                        | 373,348                                    | 382,002                                    |
| Share of support costs (see note 7)    | 75,751                                     | 170,161                                    |
| Share of governance costs (see note 7) | <u>4,781</u>                               | <u>5,301</u>                               |
|                                        | <u>453,880</u>                             | <u>557,464</u>                             |
| <b>Analysis by fund</b>                |                                            |                                            |
| Unrestricted funds - general           | 164,093                                    | 186,522                                    |
| Restricted funds                       | <u>289,787</u>                             | <u>370,942</u>                             |
|                                        | <u>453,880</u>                             | <u>557,464</u>                             |

**Crawley Community Action Ltd**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
 FOR THE YEAR ENDED 31 MARCH 2021

**7 Support costs**

|                                        | Support costs | Governance costs | 2021          | Support costs  | Governance costs | 2020           |
|----------------------------------------|---------------|------------------|---------------|----------------|------------------|----------------|
|                                        | £             | £                | £             | £              | £                | £              |
| Service and water                      | 919           | -                | 919           | 36,330         | -                | 36,330         |
| Insurance                              | 4,377         | -                | 4,377         | 3,773          | -                | 3,773          |
| Light and heat                         | 11,413        | -                | 11,413        | 15,946         | -                | 15,946         |
| Maintenance and other premises costs   | 13,349        | -                | 13,349        | 37,416         | -                | 37,416         |
| Office equipment                       | 17,663        | -                | 17,663        | 21,243         | -                | 21,243         |
| Printing, postage and stationery       | 6,277         | -                | 6,277         | 20,355         | -                | 20,355         |
| Telephone                              | 12,966        | -                | 12,966        | 12,676         | -                | 12,676         |
| Subscriptions                          | 1,914         | -                | 1,914         | 1,240          | -                | 1,240          |
| Consultancy fees and software          | 6,469         | -                | 6,469         | 19,973         | -                | 19,973         |
| General expenses                       | 404           | -                | 404           | 1,209          | -                | 1,209          |
| Independent examination fees           | -             | 2,820            | 2,820         | -              | 2,820            | 2,820          |
| Legal and professional                 | -             | 1,961            | 1,961         | -              | 2,481            | 2,481          |
|                                        | <u>75,751</u> | <u>4,781</u>     | <u>80,532</u> | <u>170,161</u> | <u>5,301</u>     | <u>175,462</u> |
| Analysed between Charitable activities | <u>75,751</u> | <u>4,781</u>     | <u>80,532</u> | <u>170,161</u> | <u>5,301</u>     | <u>175,462</u> |

Governance costs includes payments to the Independent Examiner of £2,820 (2020- £2,820) for the independent examination.

**8 Trustees**

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charitable company during the year.

**Trustees' expenses**

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

**Crawley Community Action Ltd**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
*FOR THE YEAR ENDED 31 MARCH 2021*

**9 Employees**

The average monthly number of employees during the year was:

|                     | <b>2021<br/>Number</b> | <b>2020<br/>Number</b> |
|---------------------|------------------------|------------------------|
| Core service        | 5                      | 5                      |
| Premises management | 3                      | 3                      |
| Social prescribing  | 5                      | 5                      |
|                     | <u>          </u>      | <u>          </u>      |
| Total               | <u>13</u>              | <u>13</u>              |

| <b>Employment costs</b> | <b>2021</b>       | <b>2020</b>       |
|-------------------------|-------------------|-------------------|
|                         | <b>£</b>          | <b>£</b>          |
| Wages and salaries      | 298,936           | 244,011           |
| Social security costs   | 25,634            | 17,393            |
| Other pension costs     | 17,422            | 14,916            |
|                         | <u>          </u> | <u>          </u> |
|                         | <u>341,992</u>    | <u>276,320</u>    |

**Key Management Personnel**

The total employment benefits of key management personnel were £Nil (2020 - £33,312).

There were no employees whose annual remuneration was £60,000 or more.

**10 Other**

|                          | <b>Unrestricted<br/>funds<br/>general<br/>2021</b> | <b>Unrestricted<br/>funds<br/>general<br/>2020</b> |
|--------------------------|----------------------------------------------------|----------------------------------------------------|
| Pension provision credit | (3,197)                                            | (4,366)                                            |
|                          | <u>          </u>                                  | <u>          </u>                                  |
|                          | <u>(3,197)</u>                                     | <u>(4,366)</u>                                     |

**Crawley Community Action Ltd**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
*FOR THE YEAR ENDED 31 MARCH 2021*

**11 Debtors**

|                                             | <b>2021</b>   | <b>2020</b>   |
|---------------------------------------------|---------------|---------------|
|                                             | <b>£</b>      | <b>£</b>      |
| <b>Amounts falling due within one year:</b> |               |               |
| Trade debtors                               | 54,967        | 18,862        |
| Other debtors                               | <u>17,767</u> | <u>33,742</u> |
|                                             | <u>72,734</u> | <u>52,604</u> |

**12 Creditors: amounts falling due within one year**

|                 | <b>2021</b>  | <b>2020</b>    |
|-----------------|--------------|----------------|
|                 | <b>£</b>     | <b>£</b>       |
|                 | <b>Notes</b> |                |
| Deferred income | <b>15</b>    | 128,497        |
| Trade creditors |              | 25,534         |
| Other creditors |              | 4,186          |
| Accruals        |              | <u>12,437</u>  |
|                 |              | <u>170,654</u> |
|                 |              | <u>109,335</u> |

| <b>Provisions for liabilities</b> | <b>2021</b>   | <b>2020</b>   |
|-----------------------------------|---------------|---------------|
|                                   | <b>£</b>      | <b>£</b>      |
| Pension provision                 | <u>17,292</u> | <u>20,489</u> |

Movements on provisions:

|                                        | <b>Pension provision</b> |
|----------------------------------------|--------------------------|
|                                        | <b>£</b>                 |
| At 1 April 2020                        | 20,489                   |
| Utilisation of provision               | (4,248)                  |
| Unwinding of discount                  | 460                      |
| Adjustment for change in discount rate | <u>591</u>               |
| At 31 March 2021                       | <u>17,292</u>            |

#### **14 Pension costs**

Eligible employees participate in a pension scheme. Crawley Community Action Ltd, the employer, contributes an additional amount to the employee's contribution deducted from monthly payroll to a pension scheme administered by The Pensions Trust. The employer's regular contribution is 6% of the employee's gross salary with the employee equally contributing 6% of gross salary. The scheme is a defined contribution scheme. The assets of the scheme are held separately from those of the organisation in an independently administered fund. The cost of providing pensions for the year ended 31 March 2021, including additional employer contributions of £4,248 (2020: £4,125) levied by the pension scheme administrator towards reducing the pension fund deficit, amounted to £17,422 (2020: £14,916) and is included within the charge for salaries.

Crawley Community Action Ltd, the employer, participates in The Pensions Trust's Growth Plan. The Growth Plan is a multi-employer pension scheme which provides benefits to some 950 non-associated participating employers. The scheme is a defined benefit scheme in the UK. It is not possible for the company to obtain sufficient information to enable it to account for the scheme as a defined benefit scheme. Therefore it accounts for the scheme as a defined contribution scheme.

The scheme is subject to the funding legislation outlined in the Pensions Act 2004 which came into force on 30 December 2005. This, together with documents issued by the Pensions Regulator and Technical Actuarial Standards issued by the Financial Reporting Council, set out the framework for funding defined benefit occupational pension schemes in the UK.

Crawley Community Action Ltd was notified in July 2021 by The Pensions Trust of the estimated employer debt on withdrawal from the Growth Plan based on the financial position of the Growth Plan as at 30 September 2020. As of that date the estimated amount of employer debt on withdrawal liability for Crawley Community Action Ltd was calculated as £55,201.

Additionally, the scheme is classified as a 'last-man standing arrangement'. Therefore the charitable company is potentially liable for other participating employers' obligations if those employers are unable to meet their share of the scheme deficit following withdrawal from the scheme.

A full actuarial valuation for the scheme was carried out at 30 September 2017. This valuation showed assets of £794.9m, liabilities of £926.4m and a deficit of £131.5m. To eliminate this funding shortfall, the Trustee has asked the participating employers to pay additional contributions to the scheme as follows:

# Crawley Community Action Ltd

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2021

#### Deficit contributions

|                                      |                       |                                                          |
|--------------------------------------|-----------------------|----------------------------------------------------------|
| From 1 April 2019 to 31 January 2025 | £11,243,000 per annum | (payable monthly and increasing by 3% each on 1st April) |
|--------------------------------------|-----------------------|----------------------------------------------------------|

Unless a concession has been agreed with the Trustee the term to 31 January 2025 applies.

Note that the scheme's previous valuation was carried out with an effective date of 30 September 2014. This valuation showed assets of £793.4m, liabilities of £969.9m and a deficit of £176.5m. To eliminate this funding shortfall, the Trustee has asked the participating employers to pay additional contributions to the scheme as follows:

#### Deficit contributions

|                                         |                       |                                                          |
|-----------------------------------------|-----------------------|----------------------------------------------------------|
| From 1 April 2016 to 30 September 2025: | £12,945,440 per annum | payable monthly and increasing by 3% each on 1st April)  |
| From 1 April 2016 to 30 September 2028: | £54,560 per annum     | (payable monthly and increasing by 3% each on 1st April) |

The recovery plan contributions are allocated to each participating employer in line with their estimated share of the Series 1 and Series 2 scheme liabilities.

Where the scheme is in deficit and where the charitable company has agreed to a deficit funding arrangement the charitable company recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. The amount recognised and charged as a provision in the prior year financial statements as at 31 March 2020 was £20,489. The decrease of £3,197 in the provision arising in the current year has been released such that the amount recognised as at 31 March 2021 is £17,292.

The present value is calculated using the discount rate detailed in these disclosures. The unwinding of the discount rate is recognised as a finance cost.

# Crawley Community Action Ltd

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### PRESENT VALUES OF PROVISION

|                            | 31 March 2021<br>(£s) | 31 March 2020<br>(£s) | 31 March 2019<br>(£s) |
|----------------------------|-----------------------|-----------------------|-----------------------|
| Present value of provision | 17,292                | 20,489                | 24,855                |

### RECONCILIATION OF OPENING AND CLOSING PROVISIONS

|                                                          | Period Ending<br>31 March 2021<br>(£s) | Period Ending<br>31 March 2020<br>(£s) |
|----------------------------------------------------------|----------------------------------------|----------------------------------------|
| Provision at start of period                             | 20,489                                 | 24,855                                 |
| Unwinding of the discount factor (interest expense)      | 460                                    | 315                                    |
| Deficit contribution paid                                | (4,248)                                | (4,125)                                |
| Remeasurements - impact of any change in assumptions     | 591                                    | (556)                                  |
| Remeasurements - amendments to the contribution schedule | -                                      | -                                      |
| Provision at end of period                               | 17,292                                 | 20,489                                 |

### INCOME AND EXPENDITURE IMPACT

|                                                          | Period Ending<br>31 March 2021<br>(£s) | Period Ending<br>31 March 2020<br>(£s) |
|----------------------------------------------------------|----------------------------------------|----------------------------------------|
| Interest expense                                         | 460                                    | 315                                    |
| Remeasurements – impact of any change in assumptions     | 591                                    | (556)                                  |
| Remeasurements – amendments to the contribution schedule | -                                      | -                                      |
| Contributions paid in respect of future service*         | *                                      | *                                      |
| Costs recognised in income and expenditure account       | *                                      | *                                      |

\*includes defined contribution schemes and future service contributions (i.e. excluding any deficit reduction payments) to defined benefit schemes which are treated as defined contribution schemes. To be completed by the company.

**Crawley Community Action Ltd**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
*FOR THE YEAR ENDED 31 MARCH 2021*

**ASSUMPTIONS**

|                  | 31 March 2021<br>% per annum | 31 March 2020<br>% per annum | 31 March 2019<br>% per annum |
|------------------|------------------------------|------------------------------|------------------------------|
| Rate of discount | 0.66                         | 2.53                         | 1.39                         |

The discount rates shown above are the equivalent single discount rates which, when used to discount the future recovery plan contributions due, would give the same results as using a full AA corporate bond yield curve to discount the same recovery plan contributions.

The following schedule details the deficit contributions agreed between the company and the scheme at each year end period:

**DEFICIT CONTRIBUTIONS SCHEDULE**

| <b>Year ending</b> | <b>31 March 2021<br/>(£s)</b> | <b>31 March 2020<br/>(£s)</b> | <b>31 March 2019<br/>(£s)</b> |
|--------------------|-------------------------------|-------------------------------|-------------------------------|
| Year 1             | 4,376                         | 4,248                         | 4,125                         |
| Year 2             | 4,507                         | 4,376                         | 4,248                         |
| Year 3             | 4,642                         | 4,507                         | 4,376                         |
| Year 4             | 3,985                         | 4,642                         | 4,507                         |
| Year 5             | -                             | 3,985                         | 4,642                         |
| Year 6             | -                             | -                             | 3,985                         |
| Year 7             | -                             | -                             | -                             |
| Year 8             | -                             | -                             | -                             |
| Year 9             | -                             | -                             | -                             |
| Year 10            | -                             | -                             | -                             |
| Year 11            | -                             | -                             | -                             |
| Year 12            | -                             | -                             | -                             |
| Year 13            | -                             | -                             | -                             |
| Year 14            | -                             | -                             | -                             |
| Year 15            | -                             | -                             | -                             |
| Year 16            | -                             | -                             | -                             |
| Year 17            | -                             | -                             | -                             |
| Year 18            | -                             | -                             | -                             |
| Year 19            | -                             | -                             | -                             |
| Year 20            | -                             | -                             | -                             |

# Crawley Community Action Ltd

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

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The charitable company must recognise a liability measured as the present value of the contributions payable that arise from the deficit recovery agreement and the resulting expense in the income and expenditure account i.e. the unwinding of the discount rate as a finance cost in the period in which it arises.

It is these contributions that have been used to derive the company's balance sheet liability.

### 15 Deferred income

|                              | 2021<br>£ | 2020<br>£ |
|------------------------------|-----------|-----------|
| Arising from Deferred income | 128,497   | 23,253    |

Deferred income includes grants and contract income from funders received in advance of expenditure that is due to take place on specific projects in a future accounting period. Such grants and contract income are accounted for not as income in the year that the monies were actually received, but as deferred income and recognised as a liability in the balance sheet until released as income in that future accounting period.

Similarly, deferred income includes rents and service charges invoiced to tenants quarterly in advance due at the March quarter where such income is recognised as a liability in the balance sheet until released as income in the future accounting period that such income is earned.

# Crawley Community Action Ltd

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 16 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

|                              | Movement in funds             |                       |                       |                 |                                |
|------------------------------|-------------------------------|-----------------------|-----------------------|-----------------|--------------------------------|
|                              | Balance at<br>1 April<br>2020 | Incoming<br>resources | Resources<br>expended | Transfers       | Balance at<br>31 March<br>2021 |
|                              | £                             | £                     | £                     | £               | £                              |
| Premises fund                | 17,598                        | 92,582                | (92,003)              | (14,620)        | 3,557                          |
| Community Training and       | 1,209                         | -                     | -                     | (1,209)         | -                              |
| Young Crawley Family Credits | -                             | -                     | (7,690)               | 7,690           | -                              |
| Prescription Plus - pilot    | -                             | 104,215               | (102,715)             | (1,500)         | -                              |
| Prescription Plus - CCG      | 2,545                         | 78,478                | (79,595)              | (1,428)         | -                              |
| CREW project                 | 4,984                         | -                     | (2,288)               | (2,696)         | -                              |
| Horsham Advice Worker        | -                             | 21,809                | (20,640)              | (1,169)         | -                              |
| Thriving Communities         | -                             | 22,672                | (20,452)              | (2,220)         | -                              |
|                              | <u>26,336</u>                 | <u>319,756</u>        | <u>(325,383)</u>      | <u>(17,152)</u> | <u>3,557</u>                   |

|                              | Movement in funds             |                       |                       |                 |                                |
|------------------------------|-------------------------------|-----------------------|-----------------------|-----------------|--------------------------------|
|                              | Balance at<br>1 April<br>2019 | Incoming<br>resources | Resources<br>expended | Transfers       | Balance at<br>31 March<br>2020 |
|                              | £                             | £                     | £                     | £               | £                              |
| Premises fund                | 33,869                        | 143,580               | (159,851)             | -               | 17,598                         |
| Community Training and       | 1,209                         | -                     | -                     | -               | 1,209                          |
| Young Crawley Family Credits | 37,148                        | 51,357                | (51,357)              | (37,148)        | -                              |
| Prescription Plus - pilot    | 4,121                         | -                     | -                     | (4,121)         | -                              |
| Prescription Plus - CCG      | 3,780                         | 143,024               | (144,259)             | -               | 2,545                          |
| CREW project                 | 20,460                        | -                     | (15,476)              | -               | 4,984                          |
| Horsham Advice Worker        | -                             | -                     | -                     | -               | -                              |
| Thriving Communities         | -                             | -                     | -                     | -               | -                              |
|                              | <u>100,587</u>                | <u>337,961</u>        | <u>(370,943)</u>      | <u>(41,269)</u> | <u>26,336</u>                  |

## **16 Restricted funds**

### **Restricted income funds - Review of operations**

The Premises fund is the departmental operation overseen by Premises Group to run the building at The Orchard with its many charitable sector tenants. All the building running costs are accounted for by CCA as lead manager for The Orchard building, to be then recharged to all tenants by way of rent and a variable quarterly service charge. The Premises fund for The Orchard building premises management operation is accounted for within CCA as a distinct restricted income fund operation in order to disclose clear accountability to the tenants.

The Premises fund operation has in the past built up a Sinking fund, Contingency fund and Bad debt provision from the operating budget each year to provide for future contingencies and the major costs of the up-keep of the building. The amount of these funds set aside totalled £3,557 at 31 March 2021 (2020: £17,598).

Over the past years contracts for The Orchard have been reviewed to seek to gain best value for money, and with nearly full occupation of The Orchard, increased meeting room hire income, and income from short-term letting of spare office space.

CCA continues to see The Orchard building as a key resource for tenants and their operations in Crawley providing well-equipped offices, meeting rooms and facilities.

CCA was granted a lease to the building at The Orchard, 1 & 2 Gleneagles Court, Brighton Road, Crawley in 2006 by Crawley Borough Council to manage the building for several charitable organisations to move in together as tenants to create a successful voluntary sector centre for Crawley. No rent is payable under this lease which was renewed in 2016 until December 2021. In turn CCA leases to its voluntary sector tenants the parts of the building they require for space for which the tenants pay rent. At the rent review that fell due in December 2016, tenant leases were renegotiated at no rent increase to support them in their own work. The new leases to tenants are for a period of five years.

**Crawley Community Action Ltd**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
*FOR THE YEAR ENDED 31 MARCH 2021*

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**17 Designated funds**

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

|                             | Movement<br>in funds          |                       | Movement<br>in funds          |                       |                                |
|-----------------------------|-------------------------------|-----------------------|-------------------------------|-----------------------|--------------------------------|
|                             | Balance at<br>1 April<br>2019 | Incoming<br>resources | Balance at<br>1 April<br>2020 | Incoming<br>resources | Balance at<br>31 March<br>2021 |
|                             | £                             | £                     | £                             | £                     | £                              |
| Redundancy provision        | 8,000                         | -                     | 8,000                         | -                     | 8,000                          |
| Pension liability provision | 40,000                        | -                     | 40,000                        | -                     | 40,000                         |
|                             | <u>48,000</u>                 | <u>-</u>              | <u>48,000</u>                 | <u>-</u>              | <u>48,000</u>                  |

The redundancy provision is the amount set aside by the trustees to establish a fund to over future redundancy costs.

The pension liability provision is the amount set aside by the trustees to establish a fund to cover the potential additional amount of estimated participating employer's debt on withdrawal liability for the portion of the pension fund deficit attributed to Crawley Community Action Ltd over and above that already provided in the accounts.

**Crawley Community Action Ltd**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
*FOR THE YEAR ENDED 31 MARCH 2021*

**18 Analysis of net assets between funds**

|                                    | Unrestricted funds | Designated funds | Restricted funds | Total          |
|------------------------------------|--------------------|------------------|------------------|----------------|
|                                    | 2021               | 2021             | 2021             | 2021           |
|                                    | £                  | £                | £                | £              |
| Fund balances at 31 March 2021 are |                    |                  |                  |                |
| Current assets/(liabilities)       | 197,499            | 48,000           | 3,557            | 249,056        |
| Provisions                         | (17,292)           | -                | -                | (17,292)       |
|                                    | <u>180,207</u>     | <u>48,000</u>    | <u>3,557</u>     | <u>231,764</u> |
|                                    |                    |                  |                  |                |
|                                    | Unrestricted funds | Designated funds | Restricted funds | Total          |
|                                    | 2020               | 2020             | 2020             | 2020           |
|                                    | £                  | £                | £                | £              |
| Fund balances at 31 March 2020 are |                    |                  |                  |                |
| Current assets/(liabilities)       | 182,529            | 48,000           | 26,336           | 256,865        |
| Provisions                         | (20,489)           | -                | -                | (20,489)       |
|                                    | <u>162,040</u>     | <u>48,000</u>    | <u>26,336</u>    | <u>236,376</u> |

**19 Operating lease commitments**

At the reporting end date the charitable company had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

|                            | 2021         | 2020         |
|----------------------------|--------------|--------------|
|                            | £            | £            |
| Within one year            | 4,555        | 4,555        |
| Between two and five years | <u>536</u>   | <u>5,092</u> |
|                            | <u>5,091</u> | <u>9,647</u> |

The charitable company leases one multifunctional photocopier/printer, and a mail franking machine, as facilities for use by tenants and in office administration. There are two operating leases covering these machines, one lease for a period of sixty months which commenced in May 2017 when the previous lease expired, and one lease for a period of seventy-five months which commenced in October 2016. Each lease is payable by quarterly instalments.

## **20 Related party transactions**

There were no disclosable related party transactions during the year (2020 - none).

## **21 COVID-19**

At the reporting date COVID-19 caused widespread lockdown measures to be imposed in the UK and worldwide. This has resulted in a reduction in both supply and demand in the economy. It is not currently possible to estimate the impact this will have on the future financial results of the charitable company. Management have assessed the impact of COVID-19 on the results reported for the financial year ended 31 March 2021 and consider that all COVID-19 related costs and effects have been reflected in the accounts.



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