

**SANDWELL COMMUNITY INFORMATION AND
PARTICIPATION SERVICE LIMITED**

COMPANY LIMITED BY GUARANTEE

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 MARCH 2021

Charity Number 1097702

**SANDWELL COMMUNITY INFORMATION AND
PARTICIPATION SERVICE LIMITED**

COMPANY LIMITED BY GUARANTEE

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

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**SANDWELL COMMUNITY INFORMATION AND
PARTICIPATION SERVICE LIMITED**

COMPANY LIMITED BY GUARANTEE

MEMBERS OF THE BOARD AND PROFESSIONAL ADVISERS

Registered charity name	Sandwell Community Information and Participation Service Limited
Charity number	1097702
Company registration number	03071683
Registered office	2nd Floor The National Metalforming Centre 47 Birmingham Road, West Bromwich West Midlands B70 6PY
Directors and trustees	Mrs A M Docker Mr A D Averis Mr T Davys Mrs T Eaves Ms G Francis Mrs J Grantham Mr J Lawley Mr T Purcell Mr L Smith Ms S Smith Mr M J Spencer Mr L Turner
Secretary	Ms J Macmillan
Independent examiner	Mr J S Pye FCCA 19 Ingleby Way Shrewsbury Shropshire SY3 8BU

**SANDWELL COMMUNITY INFORMATION AND
PARTICIPATION SERVICE LIMITED**

COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2021

The Directors and Trustees, who are also directors for the purposes of company law, present their report and the unaudited financial statements of the company for the year ended 31 March 2021.

REFERENCE AND ADMINISTRATIVE DETAILS

Reference and administrative details are shown in the schedule of members of the board and professional advisers on page 1 of the financial statements.

THE DIRECTORS AND TRUSTEES

The Directors and Trustees who served the company during the period were as follows:

Mrs A M Docker
Mr A D Averis
Ms M Baker
Mr T Davys
Mrs T Eaves
Ms G Francis
Mrs J Grantham
Mr J Lawley
Mr C Langford
Mr T Purcell
Mr L Smith
Ms S Smith
Mr M J Spencer
Mr L Turner
Mr A D Williams

Ms M Baker retired on 12 August 2020.

Mr L Smith was elected on 12 August 2020.

Mr C Langford passed away on 14 January 2021.

Mr A D Williams retired on 28 July 2021.

STRUCTURE, GOVERNANCE AND MANAGEMENT

(a) Governing document

Sandwell Community Information and Participation Service Limited (formerly known as Sandwell Tenants and Residents Federation Limited) achieved charitable status on 28 May 2003 (registered number 1097702) and is a company limited by guarantee (registered number 03071683).

(b) Organisational structure

Sandwell Community Information and Participation Service Limited (SCIPS) has a management committee of up to 15 members who meet regularly and are responsible for the strategic direction and policy of the charity.

SANDWELL COMMUNITY INFORMATION AND PARTICIPATION SERVICE LIMITED

COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2021

A scheme of delegation is in place and day to day responsibility for the provision of services rests with a manager, Jan Macmillan who is responsible for ensuring that the charity delivers the services specified. The manager has responsibility for ensuring the day to day operational management of the charity, individual supervision of the staff team and ensuring that the staff team continue to develop their skills and working practices in line with good practice.

(c) Appointment of trustees

The directors of the company are also charity trustees for the purposes of charity law. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Under the requirements of the Memorandum and Articles of Association trustees are elected to the management committee to serve for a period of up to three years after which trustees must be re-elected at the next annual general meeting.

(d) Trustee induction and training

New trustees undergo an orientation day to brief them on legal obligations under charity law, the content of the charity's Memorandum and Articles of Association, the committee and decision making process and the recent financial performance of the charity. During the induction they meet key employees and other trustees and are supplied with a comprehensive board manual containing copies of all current policies and procedures. Trustees are encouraged to attend appropriate external training events where these will facilitate the understanding of their role.

(e) Risk management

The trustees have examined the major strategic, business and operational issues which the organisation faces. They confirm that systems are in place to enable regular reports to be produced so that necessary steps can be taken to reduce risks.

SANDWELL COMMUNITY INFORMATION AND PARTICIPATION SERVICE LIMITED

COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2021

OBJECTIVES AND ACTIVITIES

The objects and principle activities of the charity are to promote the benefits of the residents of the Borough of Sandwell in the West Midlands by associating the residents, local authorities and voluntary organisations with the common aim of:

- (a) advancing education, protecting health and relieving poverty or sickness and
- (b) providing or assisting in the provision of facilities in the interests of social welfare for recreation and leisure time occupation.

In order, therefore, to fulfil its objects and principle activities the charity provides support, information, training and advocacy to tenant and community groups in the Borough of Sandwell, thus aiming to provide communities with the confidence and skill to enable them to influence decisions which affect their homes and environment.

ACHIEVEMENTS AND PERFORMANCE

- a) Continued delivery of core services

SCIPS has continued to deliver services and support to tenants' and residents' groups across Sandwell. Due to Covid we were unable to deliver face to face meetings with groups but provided training and support for our members to use digital platforms like Zoom. Throughout lockdown we undertook 28 welfare calls each week making around 1,400 calls throughout the period. To ensure residents were informed and provided with up-to-date health and safety information we circulated 17 newsletters. Through SCIPS website a total of 268 news articles were uploaded which received over 11,000 views. 295 funding opportunities were also uploaded which received over 10,000 hits. SCIPS Board were able to hold monthly virtual meetings from October onwards. The Directors conducted a postal AGM in August 2020 as the scheduled meeting in March 2020 had to be cancelled.

- b) Reaching Communities Digi-Comm Bid

SCIPS secured a £326,000 Big Lottery Reaching Communities grant in March 2020, the project commencing in May 2020. Alongside our delivery partner, St. Albans Community Association, we developed tailored training and support to build digital skills and confidence in a community setting. We developed a suite of joint policies that govern the project, a referral process, and a new website. In October we secured additional funding of £17,000 to purchase 30 secure 4G enabled tablets to establish a loan scheme. Over 40 residents benefitted from the loan scheme and were supported to undertake a range of tasks like setting up an email, attending virtual meetings and shopping online. In addition, we supported 5 Tenants and Residents groups to apply for over £9,000 of funding to purchase 24 tablets to lend to their wider membership. We appointed an independent evaluator to measure the impact of the project and a full appraisal of the first year of delivery has been produced.

SANDWELL COMMUNITY INFORMATION AND PARTICIPATION SERVICE LIMITED

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TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2021

c) Hateley Cross Big Local

SCIPS has continued as the Locally Trusted Organisation for the Hateley Cross Big Local Partnership. In addition, we also provide community development support for the programme. The Partnership ring fenced funding for the schools, a youth voices programme, and Stone Cross Library to ensure they still benefit from the programme although they were not able to deliver their intended projects due to lockdown. The Partnership made considerable progress in the development of their green space strategy which has resulted in over £55,000 of investment being allocated to improve two green sites in the area. The Partnership recruited a consultant to develop a new plan to access the remaining 4½ years of funding.

d) SMBC Tenant Engagement Strategy

In 2020 the Government published a new Charter for Social Housing which puts a much greater emphasis on resident engagement and consultation. SCIPS has been working with SMBC to develop a new resident engagement strategy which will be developed over the next few years to ensure that Sandwell is compliant with the new legislation.

e) Covid 19

SCIPS staff were able to reshape their work programme to continue to deliver services to our communities in lockdown. The company did not have to utilise the Governments' furlough scheme and all staff worked full time from home throughout the period.

FINANCIAL REVIEW

SCIPS is reliant upon the income derived from grants it receives from organisations such as Sandwell Metropolitan Borough Council and other grant making organisations. SCIPS have recently secured funding from The National Lottery Community Fund for 3 years from 4 May 2020 to deliver a digital inclusion project and the Service Level Agreement (SLA) with Sandwell MBC runs for a further 2 years to 31 March 2023.

The Statement of Financial Activities shows a gross income of **£335,076** (2020 - £327,228) and expenditure of **£303,304** (2020 - £275,544). The reserves are primarily to cover the development and future running expenses of all aspects of the organisation. The excess unrestricted reserve will be used to pilot activities and initiatives which will enable SCIPS to secure funding for new areas of work in the future.

Reserves policy

The trustees have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets ("the free reserves") held by the charity should be approximately 6 months basic running costs which equates to approximately £100,000 in general funds.

SANDWELL COMMUNITY INFORMATION AND PARTICIPATION SERVICE LIMITED

COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2021

PLANS FOR FUTURE PERIODS

a) Delivering Digi-Comm Project

In the second year of our Reaching Communities Digi-Comm project we will engage community centres to support them to develop their digital offer. We will continue to develop training sessions as identified by participants and support residents to build their digital skills and confidence. We will network with other voluntary sector partners to build digital infrastructure across the borough. We are part of a consortium alongside Sandwell Community Hubs and Communities in Sync that was established to bid for additional resources to develop digital support within communities. This consortium has submitted a funding bid for £500k to support this agenda.

b) Hateley Cross Big Local New Plan

Hateley Cross Big Local Partnership has engaged SCIPS to deliver the remainder of the Big Local programme over the next 4½ years. We will continue to service monthly meetings on behalf of the Partnership. Their plans for the future include:

- i. Continued development of several green spaces across the area including leveraging in additional funding where required
- ii. The development of a community building which will be managed by 4Communities CIC
- iii. A training and employment programme
- iv. The establishment of a new community organisation to secure the legacy of the programme beyond the initial funding.

c) Development of SMBC Tenant Engagement Strategy

SCIPS will continue to support SMBC to develop and implement their new Tenant Engagement Strategy. We will develop and deliver training for staff around the new Charter for Social Housing. We will support the formation of the new Tenant and Leaseholder Scrutiny Group and will help establish a Tenant Auditor programme.

d) Reset and recovery post Covid

SCIPS undertook a survey to establish how Tenants and Residents groups had been affected by the lockdown. We have developed a reset and recovery plan for each group and will work with them to ensure they are able to effectively move forward. In addition, we intend to undertake development work with our wider membership to enable them to continue to provide valuable support services to their wider communities.

**SANDWELL COMMUNITY INFORMATION AND
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TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2021

INDEPENDENT EXAMINER

Mr J S Pye FCCA has been re-appointed as independent examiner for the ensuing year.

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies' exemption.

Registered office:

2nd Floor
The National Metalforming Centre
47 Birmingham Road,
West Bromwich
West Midlands
B70 6PY

Signed by order of the
Directors and Trustees



Ms J Macmillan
Company Secretary

9 September 2021

**SANDWELL COMMUNITY INFORMATION AND
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COMPANY LIMITED BY GUARANTEE

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF
SANDWELL COMMUNITY INFORMATION AND
PARTICIPATION SERVICE LIMITED**

YEAR ENDED 31 MARCH 2021

I report on the accounts of the company for the year ended 31 March 2021 which are set out on pages 10 to 19.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The trustees (who are also the directors of Sandwell Community Information and Participation Service Limited for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the company is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S REPORT

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the company and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**SANDWELL COMMUNITY INFORMATION AND
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**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF
SANDWELL COMMUNITY INFORMATION AND
PARTICIPATION SERVICE LIMITED *(continued)***

YEAR ENDED 31 MARCH 2021

INDEPENDENT EXAMINER'S STATEMENT

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

I have completed my examination and I confirm that no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mr J S Pye FCCA
Independent examiner

19 Ingleby Way
Shrewsbury
Shropshire
SY3 8BU

9 September 2021

**SANDWELL COMMUNITY INFORMATION AND
PARTICIPATION SERVICE LIMITED**

COMPANY LIMITED BY GUARANTEE

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE
INCOME AND EXPENDITURE ACCOUNT)**

YEAR ENDED 31 MARCH 2021

	Note	Unrestricted funds £	Restricted funds £	Total funds 2021 £	Total funds 2020 £
INCOMING RESOURCES					
Incoming resources from generating funds:					
Investment income	2	45	—	45	75
Incoming resources from charitable activities - grants receivable	3	150,000	184,978	334,978	325,029
Other incoming resources	4	53	—	53	2,124
TOTAL INCOMING RESOURCES		<u>150,098</u>	<u>184,978</u>	<u>335,076</u>	<u>327,228</u>
RESOURCES EXPENDED					
Charitable activities	5	(91,885)	(173,247)	(265,132)	(231,492)
Governance costs	6	(38,172)	—	(38,172)	(44,052)
TOTAL RESOURCES EXPENDED		<u>(130,057)</u>	<u>(173,247)</u>	<u>(303,304)</u>	<u>(275,544)</u>
NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR/NET INCOME/(EXPENDITURE) FOR THE YEAR					
	7	20,041	11,731	31,772	51,684
RECONCILIATION OF FUNDS					
Total funds brought forward		96,143	79,672	175,815	124,131
TOTAL FUNDS CARRIED FORWARD		<u>116,184</u>	<u>91,403</u>	<u>207,587</u>	<u>175,815</u>

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 13 to 19 form part of these financial statements.

**SANDWELL COMMUNITY INFORMATION AND
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COMPANY LIMITED BY GUARANTEE

BALANCE SHEET

31 MARCH 2021

	Note	2021 £	2020 £
FIXED ASSETS			
Tangible assets	9	8,040	3,942
CURRENT ASSETS			
Debtors	10	7,825	3,884
Cash at bank and in hand		198,549	175,598
		<u>206,374</u>	<u>179,482</u>
CREDITORS: amounts falling due within one year	11	<u>(6,827)</u>	<u>(7,609)</u>
NET CURRENT ASSETS		199,547	171,873
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>207,587</u>	<u>175,815</u>
NET ASSETS		<u>207,587</u>	<u>175,815</u>
FUNDS			
Restricted income funds	12	91,403	79,672
Unrestricted income funds	13	116,184	96,143
TOTAL FUNDS		<u>207,587</u>	<u>175,815</u>

For the year ended 31 March 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors and trustees' responsibilities:

- the members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476; and
- the Directors and Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The balance sheet continues on the following page.

The notes on pages 13 to 19 form part of these financial statements.

**SANDWELL COMMUNITY INFORMATION AND
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BALANCE SHEET *(continued)*

31 MARCH 2021

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with the FRS 102 Section 1A – Small Entities.

These financial statements were approved by the Directors and Trustees and authorised for issue on the 9 September 2021 and are signed on their behalf by:



Mrs A M Docker
Director

Company Registration Number: 03071683

The notes on pages 13 to 19 form part of these financial statements.

**SANDWELL COMMUNITY INFORMATION AND
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COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

1. ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared in accordance with the Charities SORP 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with FRS 102 Section 1A – Small Entities', the Companies Act 2006 and the Charities Act 2011.

Cash flow statement

The trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the company is small.

Company status

The charity is a company limited by guarantee. The members of the company are the trustees named on the members of the board page. In the event of the charity being wound up the liability in respect of the guarantee is limited to £1 per member of the charity.

Fund accounting

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

Designated funds comprise of unrestricted funds that have been set aside by the trustees for particular purposes.

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

Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy.

The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants, where entitlement is not conditional on the delivery of specific performance by the charity, are recognised when the charity becomes:-

**SANDWELL COMMUNITY INFORMATION AND
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NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

1. ACCOUNTING POLICIES *(continued)*

Unconditionally entitled to the grant. Grants, where related performance and specific deliverables, are accounted for as the charity earns the right to consideration by performance,

Donated services and facilities are included at the value to the charity where this can be quantified,

Investment income is included where receivable.

Resources expended

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

Costs of generating funds comprise the costs associated with attracting voluntary income and the cost of trading for fundraising purposes.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include accountancy fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the statement of financial activities on the basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

Fixed assets

All fixed assets are initially recorded at cost.

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Fixtures and equipment - 15/33% on a straight-line basis

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NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

1. ACCOUNTING POLICIES *(continued)*

Operating lease agreements

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight-line basis over the period of the lease.

2. INVESTMENT INCOME

	Unrestricted funds	Total funds 2021	Total funds 2020
	£	£	£
Investment income	<u>45</u>	<u>45</u>	<u>75</u>

3. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES - GRANTS RECEIVABLE

	Unrestricted funds	Restricted funds	Total funds 2021	Total funds 2020
	£	£	£	£
SMBC Core Grant	150,000	-	150,000	150,000
Big Local Trust - Hateley Cross Grant	-	51,257	51,257	175,029
Reaching Communities – Digi-comm	-	116,596	116,596	-
Covid-19 Emergency Fund	-	17,125	17,125	-
	<u>150,000</u>	<u>184,978</u>	<u>334,978</u>	<u>325,029</u>

4. OTHER INCOMING RESOURCES

	Unrestricted funds	Total funds 2021	Total funds 2020
	£	£	£
Miscellaneous income	<u>53</u>	<u>53</u>	<u>2,124</u>

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NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

5. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted funds	Restricted funds	Total funds 2021	Total funds 2020
	£	£	£	£
Wages and salaries	58,398	57,731	116,129	79,440
Project support costs	208	95,918	96,126	70,111
Directors and members expenses	3,937	-	3,937	4,406
Telephone	2,249	-	2,249	885
Office expenses	7,236	4,468	11,704	11,569
AGM and annual report	-	-	-	464
Rent and rates	4,250	12,965	17,215	24,007
Insurances	1,024	-	1,024	1,397
Building maintenance	-	-	-	829
Light and heat	-	-	-	1,602
General expenses	3,646	-	3,646	4,198
Relocation costs	-	-	-	6,861
Legal fees	-	-	-	1,752
Consultancy fees	10,937	2,165	13,102	19,350
Cleaning expenses	-	-	-	4,621
	<u>91,885</u>	<u>173,247</u>	<u>265,132</u>	<u>231,492</u>

6. GOVERNANCE COSTS

	Unrestricted funds	Total funds 2021	Total funds 2020
	£	£	£
Wages and salaries	16,278	16,278	16,278
Directors and members expenses	984	984	1,295
Telephone	562	562	221
Office expenses	1,300	1,300	1,286
AGM and annual report	-	-	464
Accountancy	2,500	2,500	2,500
Consultancy fees	8,735	8,735	12,900
Rent and rates	4,304	4,304	6,002
Insurances	256	256	349
Building maintenance	-	-	207
Depreciation	3,111	3,111	794
Light and heat	-	-	401
Cleaning expenses	-	-	1,155
Legal fees	-	-	-
Bank charges	142	142	200
	<u>38,172</u>	<u>38,172</u>	<u>44,052</u>

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NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

7. NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR

This is stated after charging:

	2021	2020
	£	£
Depreciation	<u>3,111</u>	<u>794</u>

8. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:

	2021	2020
	£	£
Wages and salaries	118,494	85,457
Social security costs	11,214	8,245
Other pension costs	<u>2,699</u>	<u>2,016</u>
	<u>132,407</u>	<u>95,718</u>

Particulars of employees:

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

	2021	2020
	No.	No.
Administrative staff	<u>4</u>	<u>3</u>

No employee received remuneration of more than £60,000 during the year (2020 - Nil).

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NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

9. TANGIBLE FIXED ASSETS

	Fixtures and equipment £	Total £
COST		
At 1 April 2020	17,711	17,711
Additions	7,210	7,210
Disposals	-	-
At 31 March 2021	<u>24,921</u>	<u>24,921</u>
DEPRECIATION		
At 1 April 2020	13,770	13,770
Charge for the year	3,111	3,111
On disposals	-	-
At 31 March 2021	<u>16,881</u>	<u>16,881</u>
NET BOOK VALUE		
At 31 March 2021	<u>8,040</u>	<u>8,040</u>
At 31 March 2020	<u>3,942</u>	<u>3,942</u>

10. DEBTORS

	2021 £	2020 £
Other debtors	1,627	1,627
Prepayments	6,198	2,257
	<u>7,825</u>	<u>3,884</u>

11. CREDITORS: amounts falling due within one year

	2021 £	2020 £
PAYE and social security	2,681	2,069
Other creditors	1,302	1,579
Accruals	2,844	3,961
	<u>6,827</u>	<u>7,609</u>

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NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

12. RESTRICTED INCOME FUNDS

	Balance at 1 Apr 2020 £	Incoming resources £	Outgoing resources £	Balance at 31 Mar 2021 £
Big Local Trust - Hateley				
Cross Grant Plan 2	79,672	51,257	(64,184)	66,745
Reaching Communities –				
Digi-comm project	-	116,596	(91,938)	24,658
Covid-19 Emergency Fund	-	17,125	(17,125)	-
	<u>79,672</u>	<u>184,978</u>	<u>(173,247)</u>	<u>91,403</u>

13. UNRESTRICTED INCOME FUNDS

	Balance at 1 Apr 2020 £	Incoming resources £	Outgoing resources £	Balance at 31 Mar 2021 £
General Funds	96,143	150,098	(130,057)	116,184

14. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Net current assets £	Total £
Restricted Income Funds:		
Big Local Trust - Hateley Cross Grant	66,745	
Reaching Communities – Digi-comm project	24,658	
	<u> </u>	91,403
 Unrestricted Income Funds	 116,184	 116,184
Total Funds		<u>207,587</u>