



# Voluntary and Community Action Trafford

## Trustees Report and Financial Statements

*for the year  
April 1<sup>st</sup> 2020 to March 31<sup>st</sup> 2021*



# **Voluntary and Community Action Trafford**

## **Report & Financial Statements April 2020 – March 2021**

### **Legal and Administrative Details**

#### **Trustees and Directors**

Ralph Rudden	Chair
Jacki Wilkinson	Vice chair
Joan Ball	
Eddie Kelson	
Justine Bailey	
Joanne Bennett	

#### **Company Secretary**

Rose Thompson

#### **Members of Staff**

Rose Thompson  
Muriel Howarth

#### **Registered Office**

Oakland House  
Ground Floor East  
Talbot Road  
Old Trafford  
M16 0PQ

#### **Independent Examiners & Accountants**

Stephanie Stevens  
Hobday-Stevens Limited  
Shaw House, 1 Shaw Street  
Ashton-under-Lyne  
OL6 6QJ

#### **Bankers**

The Royal Bank of Scotland  
14-16 The Mall  
Sale  
Manchester M33 1XZ

**Charity number 1098222**  
**Company number 4399868**

# Structure, Governance and Management

### Governing Document

The Charity is a company limited by guarantee and is governed by its Memorandum and Articles of Association dated March 20 2002, as amended by special resolution to change the name of the charity dated June 5 2003. It is registered as a charity with the Charity Commission. The Directors have the power to admit any constituted voluntary or community group or individual to membership and also have the power to remove members.. Trustees may permit any member to retire provided that after such retirement the number of members is not less than two.

### Appointment of Directors and Trustees

The Directors, who are the Trustees, are appointed by the members at the annual general meeting and are collectively known as the VCAT Board. At each AGM, one third of the Directors retire by rotation, being the longest in office. They are eligible for re-election. Other than a retiring trustee, the only people eligible for election as trustees are those either nominated by the Board or by a member giving not less than 7 and not more than 28 clear days' notice of the intention to propose a person for election. The Charity, by ordinary resolution, or the Trustees, may appoint a person who is willing to act, to fill a vacancy, providing that a Trustee so appointed shall hold office only until the next AGM.

### Trustee recruitment, induction and training

VCAT has a recruitment and induction policy which includes all new Trustees, involving skills and knowledge. VCAT has no specific policy for Trustee Training, but training opportunities and governance information is forwarded to Trustees.

### Organisation

The Board, which must not be less than three members and not more than nine, administers the Charity and meets as necessary, usually 6 times a year. There are sub-committees which meet more regularly and report to the full Board. The day to day operations of the Charity are the responsibility of the Chief Executive, Mark Nesbitt, to whom the Trustees have delegated authority for operational matters including finance, employment and development, within the overall strategy agreed by the Board of Trustees.

### Risk management

The Board has undertaken a review of the major risks to which the company is exposed and established systems and processes to mitigate those risks. The major financial risks facing the charity are – changes in funding streams, sustainability of projects and changes in local and government policy. Risks to funding are considered as part of the business planning process. The sustainability of projects is to be mitigated by consistent dialogue with partners and funders. Each project has its own business and strategic plan. Internal risks are mitigated by processes that are accountable and monitored. Such procedures are reviewed to ensure the company meets its legal and operational objectives.

### Public benefit

The trustees annually review the membership of the organisation and the objectives within the memorandum. This review also looks at the services offered by the charity and the benefits to the public. The trustees have referred to the guidance of the charity commission and in the context of planning future activities to ensure they contribute to the aims and objectives of the organisation. The trustees will refer to the public benefit test against the aims and objectives of the charity and in relation to the specific services the charity offers the public in Trafford.

# Objectives and Activities

***The Charity's objectives, as described in the VCAT Memorandum and Articles of Association are:***

- To promote for the benefit of the community primarily, in Trafford any charitable purpose, in particular the advancement of education, furtherance of health and the relief of poverty, sickness and distress
- To promote and organise co-operation in the achievement of the above, in particular bringing together representatives of statutory authorities and voluntary organisations
- To promote, for the public benefit, urban regeneration in areas of social and economic deprivation primarily, primarily in Trafford
- To develop the capacity and skills of members of the socially and / or economically disadvantaged communities in Trafford

***VCAT aims to develop an effective and highly skilled voluntary and community sector, capable of making a strong contribution towards a fair and open society in Trafford.***

***To achieve this, VCAT:***

- Supports VCSE members drawn from across the diversity of Trafford's Third Sector.
- Provides support to members to assist their resilience, sustainability and their organisational development. This includes fundraising, income diversification, HR advice, constitutions and governance, social enterprise and charity formation and the co-ordination of the local voluntary sector.
- Works with new and existing organisations whom seek to address social needs, challenge inequality and promote the sector.
- Identifies gaps in the provision of services and work with other agencies to develop a new service or encourages an existing agency to extend its services.
- Broker relationships, consortiums and partnerships
- Brings organisations together to discuss issues of common concern and to avoid duplication of effort.

# Voluntary and Community Action Trafford

## Shared Space Initiative

Our Shared Space Initiative at Oakland House, continues to deliver fantastic opportunities for our partners to work, share expertise, knowledge and work together. Our Shared Space Initiative is estimated to have saved our partners circa £100,000 in rent and other associated costs.



### ***What is Shared Space?***

Shared Space is a shared open plan contemporary office available on the ground floor of our new home in Oakland House on Talbot Road, Old Trafford. VCAT Shared Space is run to support the flexible requirements of today's community, voluntary and third sectors and can offer a base for your organisation, partnership or project.

Shared Space offers a supportive office working environment with peer support for lone staff or volunteer workers and can also provide temporary or short term cover due to illness etc. Shared Space can also offer managed office facilities and support (PC/ printer / photocopier/ WiFi/ telephone / mailbox service / office furniture).



Shared Space also enables organisations to directly benefit from the development support of VCAT staff and our services  
Our website is <https://www.sharedspaceinitiative.org/>

## Shared Space partners during 2020-2021

Trafford Parents Forum  
Voice of BME Trafford  
Dedicated Shining Angels  
RCCG – House of Joy  
CDI Counselling  
Ethnic Enable  
Parental Engagement Network  
The UK Academy for Training, Innovation & Skills  
INTEGRITY NEUROPSYCHOLOGY SERVICES (INSNEURO)  
Walton Cottage  
Goddards Solicitors  
Inspire Future Training

### Directors Responsibilities

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

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (Financial Reporting Standard 102 and applicable law). Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing these financial statements, the trustees are required to:

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

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

## Voluntary and Community Action Trafford

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

### Disclosure of information to independent examiners

Each person who was a director at the time this report was approved confirms that:

- so far as he is aware, there is no relevant information of which the charity's independent examiner is unaware; and
- he has taken all the steps that he ought to have taken as a director in order to make himself aware of any relevant information and to establish that the charity's independent examiner is aware of that information.

This report was approved by the board and signed on its behalf.

*Ralph rudden*

16/12/2021

Ralph Rudden

Chair of Trustees

**Voluntary and Community Action Trafford**  
**Independent examiners' report**  
**to the members of Voluntary and Community Action Trafford**

I report on the unaudited accounts of Voluntary and Community Action Trafford for the year ended 31 March 2021 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes.

**Respective responsibilities of trustees' and independent examiner**

The trustees (who are also the directors of the company 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.

I am qualified to undertake the examination, being a qualified member of the Association of Accounts Technicians (AAT).

Having satisfied myself that the charity 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 the independent examiner's report**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity 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.

**Independent examiner's statement**

In connection with my examination, 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 requirement 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.

Catheryn Day MAAT  
Independent examiner



Date ...15 December 2021.....

Chichester House  
2 Chichester Street  
Rochdale  
Lancashire  
OL16 2AX



**Voluntary and Community Action Trafford**  
**Statement of financial activities**  
**for the year ended 31 March 2021**

	Notes	Unrestricted £	Restricted £	Total 2021 £	Total 2020 £
<b>Income and endowments from:</b>					
Donations and legacies	<b>2</b>	7,165	5,082	12,247	-
Investments	<b>3</b>	-	-	-	63
Charitable activities	<b>4</b>	67,695	-	67,695	71,959
Other	<b>5</b>	2,218	-	2,218	16,062
<b>Total</b>		<u>77,078</u>	<u>5,082</u>	<u>82,160</u>	<u>88,084</u>
<b>Expenditure on:</b>					
Charitable activities	<b>6</b>	55,951	5,082	61,033	77,474
Other	<b>7</b>	3,600	-	3,600	2,310
<b>Total</b>		<u>59,551</u>	<u>5,082</u>	<u>64,633</u>	<u>79,784</u>
<b>Net income</b>		<u>17,527</u>	<u>-</u>	<u>17,527</u>	<u>8,300</u>
<b>Transfers between funds</b>		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Net movement in funds</b>		<u>17,527</u>	<u>-</u>	<u>17,527</u>	<u>8,300</u>
<b>Reconciliation of funds:</b>					
<b>Total funds brought forward</b>	<b>16</b>	13,030	-	13,030	4,730
<b>Total funds carried forward</b>	<b>16</b>	<u>30,557</u>	<u>-</u>	<u>30,557</u>	<u>13,030</u>

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

**Voluntary and Community Action Trafford**  
**Balance Sheet**  
**as at 31 March 2021**

	Notes	Unrestricted £	Restricted £	Total 2021 £	Total 2020 £
<b>Fixed assets</b>					
Tangible assets	12	297	-	297	594
<b>Current assets</b>					
Debtors	13	2,764	-	2,764	2,147
Cash at bank and in hand		29,779	-	29,779	13,335
		32,543	-	32,543	15,482
<b>Creditors: amounts falling due within one year</b>	14	(2,283)	-	(2,283)	(3,046)
<b>Net current assets</b>		30,260		30,260	12,436
<b>Net assets</b>		30,557	-	30,557	13,030
<b>Funds of the charity</b>					
Unrestricted funds	16	30,557	-	30,557	13,030
<b>Total funds</b>		30,557	-	30,557	13,030

The trustees (who are also the directors of the company 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.

The trustees are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Act.

The trustees have acknowledged on the balance sheet as at 31 March 2021 their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

*Ralph rudden*

Mr Ralph Rudden

Trustee

Approved by the board on 16/12/2021 .....

**Voluntary and Community Action Trafford**  
**Notes to the Accounts**  
**for the year ended 31 March 2021**

**1 Accounting policies**

***Basis of preparation***

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

***Fund accounting***

Unrestricted funds are available to spend on activities that further any of the purposes of charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the Charity's work or for specific projects being undertaken by the Charity.

***Incoming resources***

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

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

Income received in advance of the provision of specified services is deferred until the criteria for income recognition is met.

***Resources expended***

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

***Depreciation***

Individual items costing over £500 are capitalised and depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

Computer equipment	33% straight line
Fixtures, fittings and equipment	20% straight line

***Pensions***

The charity operates a defined contribution pension scheme, making contributions to employer or personal pension schemes. Contributions are charged to the profit and loss account as they become payable in accordance with the rules of the scheme.

**Voluntary and Community Action Trafford**  
**Notes to the Accounts**  
**for the year ended 31 March 2021**

<b>2 Donations and legacies</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total 2021</b>	<b>Total 2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Grants	7,140	5,082	12,222	-
Donations	25	-	25	-
	<hr/>	<hr/>	<hr/>	<hr/>
	7,165	5,082	12,247	-
<b>3 Investment income</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total 2021</b>	<b>Total 2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Bank interest receivable	-	-	-	63
	<hr/>	<hr/>	<hr/>	<hr/>
	-	-	-	63
<b>4 Incoming from charitable activities</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total 2021</b>	<b>Total 2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Rental income and room bookings	42,631	-	42,631	29,151
Other income	25,064	-	25,064	10,077
<b>Project grants</b>				
TMHAS	-	-	-	6,481
Women in Business	-	-	-	12,306
Lloyds TSB	-	-	-	10,067
Transitions	-	-	-	3,877
	<hr/>	<hr/>	<hr/>	<hr/>
	67,695	-	67,695	71,959
<b>5 Other income</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total 2021</b>	<b>Total 2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Secondment	2,218	-	2,218	16,062
	<hr/>	<hr/>	<hr/>	<hr/>
	2,218	-	2,218	16,062

**Voluntary and Community Action Trafford**  
**Notes to the Accounts**  
**for the year ended 31 March 2021**

<b>6 Charitable activities</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total 2021</b>	<b>Total 2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Bank charges	77	-	77	98
Catering & room hire	-	-	-	53
Cleaning	1,062	-	1,062	1,603
Depreciation	297	-	297	514
Employers NI	-	-	-	(185)
Entertaining	-	-	-	164
Insurance	575	-	575	1,572
Light and heat	2,650	-	2,650	3,568
Other legal and prof	4,072	-	4,072	23,681
Pensions	613	-	613	1,935
Rent	7,140	-	7,140	6,998
Repairs and maintenance	-	-	-	328
Room hire	42	-	42	2,526
Software	676	-	676	557
Stationery and printing	- 44	-	(44)	799
Subscriptions	342	-	342	160
Sundry	44	-	44	335
Telephone and fax	1,750	-	1,750	2,222
Travel and subsistence	310	-	310	712
Volunteer Expenses	-	-	-	296
Wages and salaries	36,345	5,082	41,427	29,538
Web costs	-	-	-	-
	<u>55,951</u>	<u>5,082</u>	<u>61,033</u>	<u>77,474</u>
<b>7 Other expenditure</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total 2021</b>	<b>Total 2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Accountancy fees	3,600	-	3,600	2,310
	<u>3,600</u>	<u>-</u>	<u>3,600</u>	<u>2,310</u>
<b>8 Net incoming/ (outgoing) resources</b>			<b>2021</b>	<b>2020</b>
			<b>£</b>	<b>£</b>
This is stated after charging:				
Depreciation of owned fixed assets			297	514
Independent examiners fee			900	900
Other accountancy fees			<u>2,700</u>	<u>1,410</u>

**Voluntary and Community Action Trafford**  
**Notes to the Accounts**  
**for the year ended 31 March 2021**

<b>9 Staff costs</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Gross salaries and wages	41,427	29,538
Social security costs	-	(185)
Pension costs	613	1,935
	<u>42,040</u>	<u>31,288</u>

No employee received emoluments of more than £60,000 per annum.

**10 Staff numbers**

The number of employees during the year was as follows:

	<b>2021</b>	<b>2020</b>
Management and administration	1.0	1.0
Charitable activities	2.0	4.0
	<u>3.0</u>	<u>5.0</u>

**11 Trustees' remuneration and expenses**

No members of the Executive Committee received any remuneration during the year (prior year - nil).

One Trustee received expenses to cover travel disbursements, totalling £- during the year (2020: £295.80).

**12 Tangible fixed assets**

	<b>Tangible fixed assets</b>
	<b>£</b>
<b>Cost</b>	
At 1 April 2020	12,506
At 31 March 2021	<u>12,506</u>
<b>Depreciation</b>	
At 1 April 2020	11,912
Charge for the year	297
At 31 March 2021	<u>12,209</u>
<b>Net book value</b>	
At 31 March 2021	<u>297</u>
At 31 March 2020	<u>594</u>

<b>13 Debtors</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Trade debtors	-	1,747
Other debtors	2,764	400
	<u>2,764</u>	<u>2,147</u>

**Voluntary and Community Action Trafford**  
**Notes to the Accounts**  
**for the year ended 31 March 2021**

<b>14 Creditors: amounts falling due within one year</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Accruals	1,440	1,440
Other creditors	843	1,606
	<hr/>	<hr/>

**15 Taxation**

The charity is exempt from tax on income and gains falling within S505 of the Income & Corporation Taxes Act 1988 (ICTA 1998) or S256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

<b>16 Fund movements</b>	<b>At 1 April 2020</b>	<b>Incoming resources</b>	<b>Outgoing resources</b>	<b>Transfers £</b>	<b>At 31 March 2021 £</b>
<u>Restricted funds</u>					
CJRS	-	5,082	(5,082)	-	-
<u>Unrestricted funds</u>					
General funds	13,030	77,078	(59,551)	-	30,557
<b>Total funds</b>	<hr/> <b>13,030</b>	<hr/> <b>82,160</b>	<hr/> <b>(64,633)</b>	<hr/> <b>-</b>	<hr/> <b>30,557</b>