

DERBY COMMUNITY ACCOUNTANCY SERVICE
COMPANY LIMITED BY GUARANTEE
FINANCIAL STATEMENTS
FOR
31 MARCH 2021

Company Registration Number 4606937
Charity Number 1098437

**DERBY COMMUNITY ACCOUNTANCY SERVICE
COMPANY LIMITED BY GUARANTEE**

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

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**DERBY COMMUNITY ACCOUNTANCY SERVICE
COMPANY LIMITED BY GUARANTEE**

MEMBERS OF THE BOARD AND PROFESSIONAL ADVISERS

The board of trustees

Mr. I.Sharp (Chair)
Mr.K.Parkinson (Treasurer)
Mrs. D.Archer
Mr.D.Goss
Mr.F.Kevric
Mr.E.Rasey
Mrs. J.Birtle

Company secretary

Mrs. D.Archer

Chief executive

Mr.M.Newey

Registered office

Babington Lodge
128 Green Lane
Derby
DE1 1RY

Independent Examiner

Mrs. P.Rickerby

DERBY COMMUNITY ACCOUNTANCY SERVICE COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2021

The trustees, who are also Directors for the purposes of the Companies Act, have pleasure in presenting their report and the unaudited financial statements of the charity for the year ended 31 March 2021.

OBJECTIVES AND ACTIVITIES

To promote the effectiveness and efficiency of charities or the charitable activities of voluntary organisations particularly by the provision of training, management skills, accounting and payroll services.

SUMMARY OF THE MAIN ACTIVITIES UNDERTAKEN FOR THE PUBLIC BENEFIT IN RELATION TO THESE OBJECTS

In planning our activities for the year we kept in mind the Charity Commission's guidance on public benefit at our trustees meetings.

The aim of Derby CAS is to promote the effectiveness and efficiency of charities or charitable activities of voluntary organisations. It does so through the provision of training; accounting services; Independent Examinations; the provision of payroll services and by giving advice and support. It operates in Derbyshire and Staffordshire.

Derby Community Accountancy Service is open to all voluntary groups irrespective of race, gender or any other personal circumstances.

ACHIEVEMENTS AND PERFORMANCE

The trustees are once again very proud of our continued achievements and high standing in the voluntary sector in Derbyshire.

The year was one of continual uncertainty due to the ongoing pandemic and the need in its wake for adaptation of the services we provide.

One to one support became impossible and so more than ever we were reliant on telephone support and through our weekly blog giving technical information. Demands for support claiming the furlough grants played a significant part in our activities during the year.

We were very fortunate to receive funding through Garfield Weston, Awards for All, Derby City Council and Community Action Derby which transformed our financial position and will provide a basis for the coming year.

We did see a reduction in some service usage resulting from the pandemic and cuts in local authority funding.

DERBY COMMUNITY ACCOUNTANCY SERVICE COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2021

Services provided 2020-2021

Independent Examination of Accounts

This involves ensuring that the financial records kept by charities and voluntary organisations comply with the Charity Commission's regulations and that grants given by funding agencies have been used in accordance with their requirements. Financial Accounts are prepared to satisfy charity commission requirements and to explain to members and funding agencies where the organisations financial resources have been used.

This work is carried out on-site by our staff and volunteers has continued to strengthen our service provision. We offer a low cost and efficient services to all groups requiring assistance with the preparation, and Independent Examination of their accounts.

Financial Advice Sessions

For an organisation that requires ad hoc advice or support on any aspect of accounting, Derby CAS is available to provide this support, either though face to face meetings or via the telephone. This support covers areas such as book-keeping , accounting software, and payroll issues.

Payroll Services

Derby CAS provides a payroll service which is available to all Derbyshire based groups. We calculate all gross to net pay, which includes any entitlement to Statutory or contractual payments and provide reports for both the client group's financial records as well as providing a summary of all remittances due to voluntary and statutory agencies e.g. HMRC. Our specialist payroll officer has greatly strengthened this area of our work and we able to increase the groups we work with.

Newsletter – Derby CAS news

This newsletter is produced three times a year and is distributed free of charge to over 500 voluntary organisations and charities in Derby. It supports the training and advice that we provide through other mediums by providing articles on any recent legislative changes affecting the financial, employment or management issues of Charities. It also covers subjects that we are aware have proved problematic to organisations in the past. Our aim is to provide technically informative articles in an easy to read format.

Joyce Sawford, our Administration and Technical Publications Officer continues to greatly enhance the newsletter.

Website

The site is updated weekly giving technical updates and support.

Financial Training Workshops and one to one training

We were unable to deliver training workshops due to the pandemic.

DERBY COMMUNITY ACCOUNTANCY SERVICE COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2021

FINANCIAL REVIEW

Reserves Policy

The charity has a reserves policy to hold three months running costs in reserves. At 31 March 2021 the charity had unrestricted reserves of £34,563.

STRUCTURE , GOVERNANCE AND MANAGEMENT

Governing document

Derby Community Accountancy Service is based at Babington Lodge, 128 Green Lane, Derby, which is the company's registered office and the principal address of the charity. Derby Community Accountancy Service is a company limited by guarantee and not having a share capital (company registration No. 4606937) and Registered Charity (No. 1098437). This is in accordance with the charity's governing document, the Memorandum and Articles of Association, incorporated on 3 December 2002 as amended by special resolution dated 11 June 2003.

Trustee selection methods

A skills audit has been undertaken to discover those skills which are required by the trustee body. Efforts are made to recruit trustees who meet the skill requirement.

Risk management policy

The trustees examine the major risks that the charity faces each financial year when preparing and updating the strategic plan. The charity has developed systems to monitor and control these risks to mitigate any impact that they may have on the charity in the future.

Independent Examiner

Mrs. P. Rickerby was appointed as independent examiner for the ensuing year.

Small company provisions

This report has been prepared in accordance with the special provisions for small companies under section 477 of the Companies Act 2006.

Registered office:
Babington Lodge
128 Green Lane.
Derby
DE1 1RY

Signed on behalf of the trustees

I. Sharp
Trustee

Approved by the trustees on

DERBY COMMUNITY ACCOUNTANCY SERVICE COMPANY LIMITED BY GUARANTEE

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 MARCH 2021

Independent Examiner's Report to the Trustees of Derby Community Accountancy Service

I report on the accounts of the company for the year ended 31 March 2021 which are set out on pages 6 to 14.

Respective responsibilities of trustees and examiner

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act). It is my responsibility to:

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

Basis of independent examiner's statement

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 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.

Name: P. Rickerby

Address: 11 Chevin Road, Duffield, Belper, Derbyshire, DE56 4DS

Date :

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COMPANY LIMITED BY GUARANTEE**

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 MARCH 2021

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds Year to 31 Mar 2021 £	Total Funds Year to 31 Mar 2020 £
Income from					
Donations	3	20	-	20	-
Investment income	5	-	-	-	-
Grant receivable:	4	6,334	6,500	12,834	2,400
Other income	6	77,455	-	77,455	82,161
Total incoming resources		83,809	6,500	90,309	84,561
<u>Expenditure on</u>					
Raising Funds		-	-	-	-
Charitable activities		79,136	6,810	85,946	84,519
Total resources expended	7	79,136	6,810	85,946	84,519
Net incoming resources before transfers		4,673	(310)	4,363	42
Transfer between funds		-	-	-	-
Net movement in funds		4,673	(310)	4,363	42
Funds brought forward		30,164	500	30,664	30,622
Funds carried forward		34,837	190	35,027	30,664

The charity has no recognised gains or losses other than the results for the year as set out above.

All of the activities of the charity are classed as continuing.

The notes on pages 8 to 14 form part of these financial statements.

**DERBY COMMUNITY ACCOUNTANCY SERVICE
COMPANY LIMITED BY GUARANTEE**

**BALANCE SHEET
31 MARCH 2021**

		2021	2020
	Note	£	£
Current assets			
Debtors	11	10,488	9,333
Cash at bank and in hand		29,565	24,936
Stocks		274	274
		<u>40,327</u>	<u>34,543</u>
Creditors: amounts falling due within one year	12	5,300	3,879
Net current assets		<u>35,027</u>	30,664
Total assets less current liabilities		<u>35,027</u>	30,664
Net assets		<u>35,027</u>	30,664
Funds			
Restricted	13	190	500
Unrestricted	13	34,837	30,164
TOTAL FUNDS		<u>35,027</u>	30,664

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 responsibilities:

- (i) 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
- (ii) The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

These financial statements were approved and authorised for issue by the members of the committee and are signed on their behalf by:

I. Sharp
Trustee
Company Registration Number: 4606937

Date

The notes on pages 8 to 14 form part of these financial statements.

DERBY COMMUNITY ACCOUNTANCY SERVICE COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

1. Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

Company information

Derby Community Accountancy Service is a company limited by guarantee not having a share capital. The company's registered office is, Babington Lodge, 128 Green Lane, Derby, DE11RY. At the end of the year there were 7 Trustees, each of whom, under the terms of the Memorandum and Articles of Association, had undertaken to contribute the sum not exceeding £1 in the event of a winding up of the company.

1.1 Accounting convention

These accounts have been prepared in accordance with FRS 102, "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102"), "Accounting and Reporting by Charities" the Statement of Recommended Practice for charities applying FRS 102, the Companies Act 2006 and UK Generally Accepted Accounting Practice as it applies from 1 January 2015. The charity is a Public Benefit Entity as defined by FRS 102.

The accounts are prepared in Sterling which is the functional currency of the company. Monetary amounts in these financial statements are to the nearest £.

The accounts have been prepared on historical cost convention apart from freehold property that is carried at market value. The principal accounting policies adopted are set out below.

These are accounts for the year ended 31 March 2021 prepared in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland. The date of transition to FRS 102 was 1 April 2015. The impact on the reported financial position and financial performance for the previous period are not affected by the transition to FRS 102.

1.2 Going concern

At the time of approving the accounts, the Directors have a reasonable expectation that the charity 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 accounts.

1.3 Charitable Funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

1.4 Incoming resources

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. Gifts in kind have been

DERBY COMMUNITY ACCOUNTANCY SERVICE COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

included at market value of gifts received and in assets acquired. No amounts are included in the financial statements for services donated by volunteers.

1.5 Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs relating to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources. Fund-raising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in the support of the charitable activities.

1.6 Debtors

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

1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.8 Creditors and provisions

Creditors and provisions are recognised where the charity 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 and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

1.9 Financial instruments

The charity 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.

Derecognition of financial liabilities

Financial liabilities are derecognised when the company's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

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 company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 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.

DERBY COMMUNITY ACCOUNTANCY SERVICE COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

1.12 Depreciation

Individual fixed assets are capitalised at cost and are depreciated over their estimated useful economic lives on a reducing balance basis as follows:-

Asset category	Annual rate
Equipment	25%

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the directors 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 estimated and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

3. Donations

	Unrestricted Funds £	Restricted Funds £	Total Funds Year to 31 Mar 2021 £	Total Funds Year to 31 Mar 2020 £
Donations from individuals	20	-	20	-
	<u>20</u>	<u>-</u>	<u>20</u>	<u>-</u>

4. Incoming resources from the charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds Year to 31 Mar 2021 £	Total Funds Year to 31 Mar 2020 £
Foundation Derbyshire	-	-	-	1,200
All Saints Trust	-	-	-	200
Open Gate Trust	-	-	-	400
Garfield Weston Trust	-	3,000	3,000	600
Derby City Council	6,334	-	6,334	-
National Lottery Community Fund	-	3,000	3,000	-
Community Action Derby	-	500	500	-
	<u>6,334</u>	<u>6,500</u>	<u>12,834</u>	<u>2,400</u>

5. Interest receivable (unrestricted)

	Year to 31 Mar 2021 £	Year to 31 Mar 2020 £
Bank interest receivable	<u>-</u>	<u>-</u>

**DERBY COMMUNITY ACCOUNTANCY SERVICE
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NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

6. Other income

	Year to 31 Mar 2021	Year to 31 Mar 2020
	£	£
Examination fees	51,120	53,130
Payroll fees	13,795	13,895
Training and consultancy	10,100	12,396
Real Time Information Charge	2,080	2,320
Year End filing	360	370
Sundry income	-	50
	<u>77,455</u>	<u>82,161</u>

7. Total resources expended

	Total Funds Year to 31 Mar 2021 £	Total Funds Year to 31 Mar 2020 £
Salaries	71,596	69,587
National insurance	2,172	2,967
Pension	2,030	2,014
Rent	3,384	3,384
Training	-	-
Fees	1,027	1,094
Insurance	1,513	1,488
Telephone	1,354	1,288
Office equipment	1,040	554
Postage & photocopies	1,630	1,522
Sundry	100	521
Accountancy fees	100	100
	<u>85,946</u>	<u>84,519</u>

Expenditure on charitable activities was £85,946 (2020: £84,519) of which £6,810 was restricted (2020 £1,900)

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NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

8. Net (expenditure)/income

Net (expenditure)/income for the year is stated after charging/(crediting):

	2021	2020
	£	£
Independent Examiner's Fees	100	100

9. Directors and key management personnel

During the year Trustees did not receive remuneration

The key management personnel of the charity consist of the Trustees, the Chief Executive Officer and other members of the senior management team.

10. Employees

No employee earned more than £60,000 per annum. No Trustees were reimbursed for expenditure.

The average number of staff employed by the charity during the financial year amounted to:

	Year to 31 Mar 2021 No	Year to 31 Mar 2020 No
Direct Charitable Staff	6	6
Governance	-	-
	6	6

The aggregate payroll costs were:

	Year to 31 Mar 2021 £	Year to 31 Mar 2020 £
Wages and salaries	71,596	69,587
Social security costs	2,172	2,967
Pension costs	2,030	2,014
	75,798	74,568

**DERBY COMMUNITY ACCOUNTANCY SERVICE
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NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

11. Debtors

	2021	2020
	£	£
Examination fees	5,330	4,205
Payroll fees	2,120	2,485
Real Time Information Charge	450	510
Training	800	1,950
Sundry	10	10
Prepayments	178	173
Grant – Derby City Council	1,600	-
	<u>10,488</u>	<u>9,333</u>

12. Creditors

	2021	2020
	£	£
Deferred income		
Garfield Weston Trust	-	3,000
National Lottery Community Fund	1,000	-
Police and Crime Commission	1,000	-
Derby City Council	2,800	
Community Action Derby	500	
Sundry	-	700
Other creditors		
Equipment	-	145
Postage	-	34
	<u>5,300</u>	<u>3,879</u>

**DERBY COMMUNITY ACCOUNTANCY SERVICE
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NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

13. Statement of funds

	At 1 April 2020 £	Incoming £	Outgoing £	Transfers £	At 31 March 2021 £
General funds	30,164	83,809	(79,136)	-	34,837
Total unrestricted funds	30,164	83,809	(79,136)	-	34,837
Foundation Derbyshire	500	-	(500)	-	-
Garfield Weston Trust	-	3,000	(3,000)	-	-
National Lottery Community Fund	-	3,000	(2,810)	-	190
Community Action Derby	-	500	(500)	-	-
Total restricted funds	-	6,500	(6,810)	-	190
Total funds	30,664	90,309	(85,946)	-	35,027

Restricted Funds

The Foundation Derbyshire money was spent on supporting volunteers.

The Garfield Weston Trust was spent on supporting volunteers.

The National Lottery Community Fund money was spent on group support.

The Community Action Derby Grant was spent on COVID costs.

14. Analysis of net assets

	Tangible fixed assets £	Other net assets £	Total £
Unrestricted funds	-	34,837	34,837
Designated funds	-	-	-
Restricted funds			
National Lottery Community Fund	-	190	190
	-	35,027	35,027

15. Related party transactions

The charity had no related party transactions that required disclosure.