

**DERBY COMMUNITY ACCOUNTANCY SERVICE**  
**COMPANY LIMITED BY GUARANTEE**  
**FINANCIAL STATEMENTS**  
**FOR**  
**31 MARCH 2023**

**Company Registration Number 4606937**  
**Charity Number 1098437**

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

**FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2023**

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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 (Until August 2022)  
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 2023**

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 2023.

### **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.

We were very fortunate to receive funding through Foundation Derbyshire which will be used in the financial year 2022/23. We are very grateful for all the support we received.

#### **Services provided 2022-2023**

##### **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.

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

## **TRUSTEES' ANNUAL REPORT**

**YEAR ENDED 31 MARCH 2023**

This work is carried out on-site by our staff and volunteers and has continued to strengthen our service provision. We offer 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 through 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. The decision was made to reduce the service provision and an alternative provider was identified.

### **Newsletter – Derby CAS news**

Unfortunately we were only able to produce one newsletter during the year due a lack of resources. We do hope to resume this service in the coming year.

### **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.

## **FINANCIAL REVIEW**

### **Reserves Policy**

The charity has a reserves policy to hold three months running costs in reserves. At 31 March 2023 the charity had unrestricted reserves of £36,555.

## **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.

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

**TRUSTEES' ANNUAL REPORT**

**YEAR ENDED 31 MARCH 2023**

**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 2023**

### **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 2023 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 :

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

**STATEMENT OF FINANCIAL ACTIVITIES**

**YEAR ENDED 31 MARCH 2023**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds Year to 31 Mar 2023 £	Total Funds Year to 31 Mar 2022 £
<b>Income from</b>					
Donations	3	50	-	50	70
Investment income	5	-	-	-	-
Grant receivable:	4	-	1,500	1,500	9,050
Other income	6	74,424	-	74,424	82,215
<b>Total incoming resources</b>		<b>74,474</b>	<b>1,500</b>	<b>75,974</b>	<b>91,335</b>
<b><u>Expenditure on</u></b>					
Raising Funds		-	-	-	-
Charitable activities		73,520	1,500	75,020	90,487
<b>Total resources expended</b>	7	<b>73,520</b>	<b>1,500</b>	<b>75,020</b>	<b>90,487</b>
<b>Net incoming resources before transfers</b>		<b>954</b>	-	<b>954</b>	848
Transfer between funds		-	-	-	-
<b>Net movement in funds</b>		<b>954</b>	-	<b>954</b>	848
Funds brought forward		35,875	-	35,875	35,027
<b>Funds carried forward</b>		<b>36,829</b>	-	<b>36,829</b>	35,875

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 2023**

		2023	2022
	Note	£	£
<b>Current assets</b>			
Debtors	11	7,640	9,290
Cash at bank and in hand		29,090	27,841
Stocks		274	274
		<u>37,004</u>	<u>37,405</u>
<b>Creditors: amounts falling due within one year</b>	12	175	1,530
<b>Net current assets</b>		<u>36,829</u>	35,875
<b>Total assets less current liabilities</b>		<u>36,829</u>	<u>35,875</u>
<b>Net assets</b>		<u>36,829</u>	<u>35,875</u>
<b>Funds</b>			
Restricted	13	-	-
Unrestricted	13	36,829	35,875
<b>TOTAL FUNDS</b>		<u>36,829</u>	<u>35,875</u>

For the year ended 31 March 2023 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 2023**

#### **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 6 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 2023 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 2023**

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 2023**

### 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 2023 £	Total Funds Year to 31 Mar 2022 £
Donations from individuals	50	-	50	70
	<u>50</u>	<u>-</u>	<u>50</u>	<u>70</u>

### 4. Incoming resources from the charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds Year to 31 Mar 2023 £	Total Funds Year to 31 Mar 2022 £
Foundation Derbyshire	-	1,500	1,500	-
Derby City Council	-	-	-	2,800
National Lottery Community Fund	-	-	-	1,000
Community Action Derby	-	-	-	4,250
Police and Crime Commission	-	-	-	1,000
	<u>-</u>	<u>1,500</u>	<u>1,500</u>	<u>9,050</u>

### 5. Interest receivable (unrestricted)

	Year to 31 Mar 2023 £	Year to 31 Mar 2022 £
Bank interest receivable	<u>-</u>	<u>-</u>

**DERBY COMMUNITY ACCOUNTANCY SERVICE  
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**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2023**

**6. Other income**

	Year to 31 Mar 2023	Year to 31 Mar 2022
	£	£
Examination fees	52,095	53,385
Payroll fees	8,815	14,500
Training and consultancy	12,050	12,050
Real Time Information Charge	1,230	1,950
Year End filing	230	330
Sundry income	4	-
	<u>74,424</u>	<u>82,215</u>

**7. Total resources expended**

	Total Funds Year to 31 Mar 2023 £	Total Funds Year to 31 Mar 2022 £
Salaries	63,360	76,295
National insurance	306	2,753
Pension	2,119	2,099
Rent	3,942	3,467
Training	-	-
Fees	1,291	1,078
Insurance	1,560	1,540
Telephone	665	1,259
Office equipment	34	-
Postage & photocopies	1,316	1,261
Sundry	327	635
Accountancy fees	100	100
	<u>75,020</u>	<u>90,487</u>

Expenditure on charitable activities was £75,020 (2022: £90,487) of which £1,500 was restricted (2022 £6,440)

**DERBY COMMUNITY ACCOUNTANCY SERVICE  
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**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2023**

**8. Net (expenditure)/income**

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

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Independent Examiner's Fees	<u><b>100</b></u>	<u><b>100</b></u>

**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:

	<b>Year to 31 Mar 2023 No</b>	<b>Year to 31 Mar 2022 No</b>
Direct Charitable Staff	<b>6</b>	<b>6</b>
Governance	<b>-</b>	<b>-</b>
	<u><b>6</b></u>	<u><b>6</b></u>

**The aggregate payroll costs were:**

	<b>Year to 31 Mar 2023 £</b>	<b>Year to 31 Mar 2022 £</b>
Wages and salaries	<b>63,360</b>	<b>76,295</b>
Social security costs	<b>306</b>	<b>2,753</b>
Pension costs	<b>2,119</b>	<b>2,099</b>
	<u><b>65,785</b></u>	<u><b>81,147</b></u>

**DERBY COMMUNITY ACCOUNTANCY SERVICE  
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**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2023**

**11. Debtors**

	<b>2023</b>	2022
	£	£
Examination fees	5,360	5,010
Payroll fees	1,190	1,980
Real Time Information Charge	180	390
Training	900	1,900
Sundry	10	10
Prepayments	-	-
Grant – Derby City Council	-	-
	<u>7,640</u>	<u>9,290</u>

**12. Creditors**

	<b>2023</b>	2022
	£	£
<b>Deferred income</b>		
Foundation Derbyshire	-	1,500
<b>Other creditors</b>		
Postage	175	30
	<u>175</u>	<u>1,530</u>

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

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2023**

**13. Statement of funds**

	At 1 April 2022 £	Incoming £	Outgoing £	Transfers £	At 31 March 2023 £
<b>General funds</b>	35,875	74,474	(73,520)	-	36,829
<b>Total unrestricted funds</b>	35,875	74,474	(73,520)	-	36,829
Foundation Derbyshire	-	1,500	(1,500)	-	-
<b>Total restricted funds</b>	-	1,500	(1,500)	-	-
<b>Total funds</b>	35,875	75,974	(75,020)	-	36,829

**Restricted Funds**

Foundation Derbyshire funding was spent on budgeting support work.

**14. Analysis of net assets**

	Tangible fixed assets £	Other net assets £	Total £
<b>Unrestricted funds</b>	-	36,829	36,829
<b>Designated funds</b>	-	-	-
<b>Restricted funds</b>	-	-	-
	-	36,829	36,829

**15. Related party transactions**

The charity had no related party transactions that required disclosure.