

DERBY COMMUNITY ACCOUNTANCY SERVICE
COMPANY LIMITED BY GUARANTEE
FINANCIAL STATEMENTS
FOR
31 MARCH 2024

Company Registration Number 4606937
Charity Number 1098437

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

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2024

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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. F.Kevric
Mr. E.Rasey (Until February 2024)
Mr A,Mellors (Appointed December 2023)
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 2024

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 2024.

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 the Duke of Devonshire Charitable Trust and Severn Trent Community Foundation. We are very grateful for all the support we received.

We do report with sadness of the loss of one of our founding trustees, Ted Rasey. This follows the loss in the previous year of Dave Goss. Both of whom contributed massively to the charity and will always be sadly missed.

Services provided 2023-2024

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

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TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2024

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 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

No newsletters were produced during the year. However we are hoping 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

Very pleasingly we were able to deliver one full training course and deliver a talk at Derby Voluntary Sector Network meeting.

FINANCIAL REVIEW

Reserves Policy

The charity has a reserves policy to hold three months running costs in reserves. At 31 March 2024 the charity had unrestricted reserves of £37,501.

STRUCTURE , GOVERNANCE AND MANAGEMENT

Governing document

Derby Community Accountancy Service is based at Babington Lodge, 128 Green Lane, Derby,

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TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2024

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

INDEPEBDENT EXAMINERS REPORT

YEAR ENDED 31 MARCH 2024

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 2024 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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STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 MARCH 2024

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds Year to 31 Mar 2024 £	Total Funds Year to 31 Mar 2023 £
Income from					
Donations	3	50	-	50	50
Investment income	5	-	-	-	-
Grant receivable:	4	1,750	1,500	3,250	1,500
Other income	6	72,090	-	72,090	74,424
Total incoming resources		73,890	1,500	75,390	75,974
<u>Expenditure on</u>					
Raising Funds		-	-	-	-
Charitable activities		72,944	1,500	74,444	75,020
Total resources expended	7	72,944	1,500	74,444	75,020
Net incoming resources before transfers		946	-	946	954
Transfer between funds		-	-	-	-
Net movement in funds		946	-	946	954
Funds brought forward		36,829	-	36,829	35,875
Funds carried forward		37,775	-	37,775	36,829

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
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**BALANCE SHEET
31 MARCH 2024**

		2024		2023	
	Note	£	£	£	£
Current assets					
Debtors	11	5,095		7,640	
Cash at bank and in hand		34,633		29,090	
Stocks		274		274	
		<u>40,002</u>		<u>37,004</u>	
Creditors: amounts falling due within one year	12	<u>2,227</u>		<u>175</u>	
Net current assets			37,775		36,829
Total assets less current liabilities			<u>37,775</u>		<u>36,829</u>
Net assets			<u>37,775</u>		<u>36,829</u>
Funds					
Restricted	13		-		-
Unrestricted	13		<u>37,775</u>		<u>36,829</u>
TOTAL FUNDS			<u>37,775</u>		<u>36,829</u>

For the year ended 31 March 2024 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 2024

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 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 2024 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

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NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2024

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 with 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 2024

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 2024	Total Funds Year to 31 Mar 2023
	£	£	£	£
Donations from individuals	50	-	50	50
	<u>50</u>	<u>-</u>	<u>50</u>	<u>50</u>

4. Incoming resources from the charitable activities

	Unrestricted Funds	Restricted Funds	Total Funds Year to 31 Mar 2024	Total Funds Year to 31 Mar 2023
	£	£	£	£
Foundation Derbyshire	-	-	-	1,500
Duke of Devonshire Charitable Trust	-	1,500	1,500	-
Seven Trent Community Foundation	1,750	-	1,750	-
	<u>1,750</u>	<u>1,500</u>	<u>3,250</u>	<u>1,500</u>

5. Interest receivable (unrestricted)

	Year to 31 Mar 2024	Year to 31 Mar 2023
	£	£
Bank interest receivable	<u>-</u>	<u>-</u>

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YEAR ENDED 31 MARCH 2024

6. Other income

	Year to 31 Mar 2024	Year to 31 Mar 2023
	£	£
Examination fees	52,830	52,095
Payroll fees	6,740	8,815
Training and consultancy	11,550	12,050
Real Time Information Charge	840	1,230
Year End filing	140	230
Sundry income	(10)	4
	<u>72,090</u>	<u>74,424</u>

7. Total resources expended

	Total Funds Year to 31 Mar 2024 £	Total Funds Year to 31 Mar 2023 £
Salaries	62,604	63,360
National insurance	64	306
Pension	2,152	2,119
Rent	4,248	3,942
Training	-	-
Fees	1,758	1,291
Insurance	1,097	1,560
Telephone	892	665
Office equipment	-	34
Postage & photocopies	1,224	1,316
Sundry	305	327
Accountancy fees	100	100
	<u>74,444</u>	<u>75,020</u>

Expenditure on charitable activities was £74,444 (2023: £75,020) of which £1,500 was restricted (2023 £1,500)

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8. Net (expenditure)/income

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

	2024	2023
	£	£
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 2024 No	Year to 31 Mar 2023 No
Direct Charitable Staff	6	6
Governance	-	-
	6	6

The aggregate payroll costs were:

	Year to 31 Mar 2024 £	Year to 31 Mar 2023 £
Wages and salaries	62,604	63,360
Social security costs	64	306
Pension costs	2,152	2,119
	64,820	65,785

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NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2024

11. Debtors

	2024	2023
	£	£
Examination fees	2,810	5,360
Payroll fees	825	1,190
Real Time Information Charge	210	180
Training	1,250	900
Sundry	-	10
	<u>5,095</u>	<u>7,640</u>

12. Creditors

	2024	2023
	£	£
Deferred income		
Severn Trent Community Foundation	1,750	-
Other creditors		
Postage	136	175
Fees	140	-
Wages	126	-
Fee refund	75	-
	<u>2,227</u>	<u>175</u>

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NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2024

13. Statement of funds

	At 1 April 2023 £	Incoming £	Outgoing £	Transfers £	At 31 March 2024 £
General funds	36,829	73,890	(72,944)	-	37,775
Total unrestricted funds	36,829	73,890	(72,944)	-	37,775
Duke of Devonshire Charitable Trust	-	1,500	(1,500)	-	-
Total restricted funds	-	1,500	(1,500)	-	-
Total funds	36,829	75,390	(74,444)	-	37,775

Restricted Funds

The Duke of Devonshire Charitable Trust money was spent on supporting groups with budgeting and financial planning.

14. Analysis of net assets

	Tangible fixed assets £	Other net assets £	Total £
Unrestricted funds	-	37,775	37,775
Designated funds	-	-	-
Restricted funds	-	-	-
	-	37,775	37,775

15. Related party transactions

The charity had no related party transactions that required disclosure.