

THE COUNCIL FOR VOLUNTARY SERVICE UTTLESFORD

England & Wales · Charity number 1098627

Details

Other names Uttlesford Community Action Network

Status Registered

Legal form Charitable company

Company number [04709512](#)

Registered 2003-07-17

Register [View on the Charity Commission register](#)

Contact

Address Ucan
Jubilee Hub
3 Hill Street
Saffron Walden
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Activities

Objects: A) TO PROMOTE ANY CHARITABLE PURPOSES FOR THE BENEFIT OF THE COMMUNITY IN THE LOCAL GOVERNMENT DISTRICT OF THE COMMUNITY IN THE LOCAL GOVERNMENT DISTRICT OF UTTLESFORD AND ITS NEIGHBOURHOOD (HEREINAFTER CALLED "THE AREA OF BENEFIT") AND, IN PARTICULAR, THE ADVANCEMENT OF EDUCATION, THE PROTECTION OF HEALTH AND THE RELIEF OF POVERTY, DISTRESS AND SICKNESS;B) TO PROMOTE AND ORGANISE CO-OPERATION IN THE ACHIEVEMENT OF THE ABOVE PURPOSES AND TO THAT END TO BRING TOGETHER IN COUNCIL REPRESENTATIVES OF THE VOLUNTARY ORGANISATIONS AND STATUTORY AUTHORITIES WITHIN THE AREA OF BENEFIT.

Activities: CVS Uttlesford is an infrastructure organisation which operates to strengthen and support voluntary activity primarily in the District Council area of Uttlesford but also in other areas of the county of Essex.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body
- **What:** General Charitable Purposes
- **Who:** Elderly/old People, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- **Area of benefit:** THE COMMUNITY IN THE LOCAL GOVERNMENT DISTRICT OF THE COMMUNITY IN THE LOCAL GOVERNMENT DISTRICT OF UTTLESFORD AND ITS NEIGHBOURHOOD
- Essex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£319,524	£526,585	-	-
2024-03-31	£784,355	£760,236	£374,728	22
2023-03-31	£736,628	£599,930	£351,000	19
2022-03-31	£483,671	£371,768	-	-
2021-03-31	£434,406	£365,644	-	-

Trustees

Name	Role	Appointed
Cherry Ellen Parker		2024-11-26
Lawrence Slade		2025-01-14
Richard Boyce		2022-11-25
Rowena Gardner		2022-11-25

THE COUNCIL FOR VOLUNTARY SERVICE UTTLESFORD

England & Wales - Charity number 1098627

Accounts

Company registration number: 04709512

Charity registration number: 1098627

The Council for Voluntary Service Uttlesford

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2025

Lambert Chapman LLP
Chartered Accountants and Registered Statutory Auditors
3 Warners Mill
Silks Way
Braintree
Essex
CM7 3GB

The Council for Voluntary Service Uttlesford

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The Council for Voluntary Service Uttlesford

Reference and Administrative Details

Chairman	Mr R Boyce
Trustees	Ms R Gardener Mr R Boyce Mr L Slade Ms C E Parker
Secretary	Mr R Corby
Senior Management / Leadership Team	Mr C Emmett, Lead Officer Mr R Corby, Business Manager
Charity Registration Number	1098627
Company Registration Number	04709512
Registered Office	The charity is incorporated in England and Wales. 1 Forest Court Stortford Road Great Dunmow Essex CM6 1DA
Principal Office	1 Forest Court Stortford Road Great Dunmow Essex CM6 1DA
Independent Examiner	Mark Pearson FCA Lambert Chapman LLP Chartered Accountants and Registered Statutory Auditors 3 Warners Mill Silks Way Braintree Essex CM7 3GB
Bankers	CAF Bank 25 Kings Hill Avenue West Malling Kent ME19 4JQ

The Council for Voluntary Service Uttlesford

Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2025.

Objectives and activities

Objects and aims

The Council for Voluntary Service Uttlesford (working as UCAN) is a local infrastructure charity.

The charity's purpose as set out in the objects contained in the Company's Memorandum of Association are:

To promote, develop and facilitate a thriving, effective, sustainable and influential voluntary and community sector in Uttlesford, for the ongoing benefit of the community, thus promoting social action and assisting in the development of social capital.

UCAN helps people and communities come together to form voluntary organisations and successfully run existing organisations. Cuts in public spending are increasing the need for local voluntary sector infrastructure to help communities fill the gaps left by public services.

UCAN provides a range of services which aim to help people improve their local area, communities, pursue shared interests, support each other or work for change and make greater use of locally based assets.

We review our aims, objectives and activities each year. Our strategy covers a three-year period.

Objectives, strategies and activities

The charity undertakes a range of activities to support these purposes, including but not limited to:

Provision of services for local residents including the Community Response Hub, Jubilee Hub, Community Fridges, Essex Shed Network, Digital Inclusion, Crisis Response and Ticket Home hospital discharge service.

Promotion of volunteering through the operation of the UCAN Volunteer centre, which recruits, supervises and brokers volunteers not only for UCAN but for other voluntary sector organisations within the district.

Offering a range of support to sector leaders, trustees and volunteers, including advising on funding, governance and set up, as well as disseminating information and acting as the voice of the local sector at strategic meetings and boards.

Services include:

Funding advice – this service includes support to identify funders who would potentially be interested in funding your project or idea, help with putting together an application including thinking about monitoring and evaluation.

Governance advice – help with developing or changing your governing document or legal structure, compliance with the charity commission and the responsibilities of trustees.

Policy development – support to think about the policies your organisations needs and what they should and must include.

Good practice advice – for the sector, including volunteer management, risk assessing and more.

The Council for Voluntary Service Uttlesford

Trustees' Report

Public benefit

Our aims and charitable activities are provided to benefit the people of Uttlesford. At present all our services are free of charge to our clients.

The trustees take due regard of the Charity Commission's general guidance on public benefit.

On occasion we may deliver services to people outside the Uttlesford district. Additionally, working with Essex Association of Local Councils and Essex County Council, we have been managing funds awarded to community start-ups where groups were unable to meet the compliance requirements of the funder. This work takes our support into North, East and West Essex.

Grant making policies

Ordinarily the charity does not give grants, however on occasion may be the lead organisation on a multi-party bid for funds on a collaborative piece of work. On these occasions, UCAN will pay funds to delivery partners which are recorded in the accounts as 'Grants to Project Partners', as UCAN is responsible for reporting to the funders the utilisation of the monies and the outcomes achieved.

Use of volunteers

The charity has in excess of 150 registered volunteers who play a major role in delivering crisis response work through our relationship with Stansted Airport, as well as supporting vulnerable and isolated people within our own community. UCAN was nominated for the King's Award for Volunteering in recognition of our crisis work supporting the evacuation of Ukraine and Sudan, and our ongoing contribution to combatting loneliness and isolation in a rural setting.

Equality

Equal access to our services is an important issue to us and in accordance with our Diversity, Equality and Inclusion Policy we do not discriminate on the basis of race, nationality, colour, creed, gender, disability, marital status, sexuality, religion, language, culture, age or class.

The Council for Voluntary Service Uttlesford

Trustees' Report

Chair's Introduction

UCAN continues to deliver important support to Uttlesford residents, who are isolated or incapacitated, so that they are better able to live a fulfilling life. The board is very proud of the positive impact the organisation continues to make through its various services and projects.

We are working very hard to sustain this through a time of reduced funding. The board is impressed by the positive attitude of the UCAN team, and its ability to focus on its clients through these difficult times.

We are all working very hard to ensure UCAN's future, so it can continue to deliver such important outcomes to Uttlesford residents.

Lead Officer's Review

This year has been one of challenge, resilience, and reflection for Uttlesford Community Action Network. Our charity continues to support local residents across Uttlesford who experience loneliness and isolation, often alongside ill health and the daily pressures of food, transport, and fuel poverty. Demand for our services has continued to grow, highlighting the vital role we play within the community.

At the same time, securing funding has become increasingly difficult. This challenging funding environment, combined with wider external changes affecting the voluntary sector, has required us to make difficult but necessary decisions. We have streamlined our organisation to ensure sustainability, focusing resources where they have the greatest impact.

Despite these pressures, we have remained committed to delivering meaningful, relevant, and compassionate services. Our team, volunteers, and partners have shown exceptional dedication, enabling us to continue supporting those most in need.

Looking ahead, while the landscape remains uncertain, we are optimistic. We are adapting, strengthening partnerships, and exploring new opportunities to ensure our work remains responsive and sustainable. Uttlesford Community Action Network remains proud to serve our district and confident in our future as a valued community organisation.

Summary of Achievements

UCAN helps people in need. We do this by responding to help requests from Uttlesford residents, providing opportunities for social inclusion and participation, and overcoming digital disadvantage.

During 2024-2025, UCAN supported 302 residents through our Community Response Hub, undertaking some 551 practical tasks that enabled local people to continue to live independently in their own homes. As a result of our support, 251 local people reported that they felt less socially isolated, with 101 reporting improved health and wellbeing.

Ticket Home - our supported hospital discharge scheme - has been a significant and ongoing piece of work for UCAN. Working with NHS discharge teams, we have staff embedded in Addenbrooks Hospital (Cambridge) where most Uttlesford residents receive treatment. Their role is to identify patients recently admitted to hospital who may need some extra help and support when going home. We accept referral from any hospital where an Uttlesford resident may be receiving care, including Princess Alexandra (Harlow) and Broomfield Hospital.

The Council for Voluntary Service Uttlesford

Trustees' Report

We start planning for patient discharge on Day 1 (admission) and meet with patients as soon as possible to identify their needs, and start to develop a plan for when they are getting ready to leave hospital, and support for post-discharge. Ways that we help include making sure that patients have suitable transport home, and when they are home having sufficient food in the cupboard and fridge, the power, water and heating is on, and the property is clean and ready for occupation. We also help with providing access to the property for carers. Other ways we help include the provision of hot meals delivered to the front door for up to 14 days post-discharge and moving furniture and obstacles to make the property easier to navigate. We deliver specialist/adapted equipment to the home before the patient arrives, to reduce the risk of trips and falls which could result in emergency readmission. Every patient who is supported by Ticket Home receives a 48 hour post-discharge welfare call, and we continue to telephone weekly for up to six weeks to ensure the patient's changing needs are still being met. These calls are undertaken by trained volunteers. The impact of the Ticket Home approach - which is far more than discharge support - has been such that we have been able to release a bed back into use with a resultant impact on patient waiting lists. Ensuring patients are able to leave on or before their planned discharge date, that discharges succeed and readmissions are reduced and as a result over £53,000 has been saved this year for the NHS by reducing bed blocking. The Ticket Home team supported the discharge of 358 patients this year, undertaking 1,421 tasks to enable these discharges to be safe and timely.

The Essex Shed Network is a partnership between Maldon and District CVS and Uttlesford Community Action Network. Established in 2016, the aim of the ESN is to provide support to organisations or private individuals within Essex wishing to set up a Mens Shed, whilst also providing help to existing Sheds to ensure their sustainability. We do this by sharing our knowledge and expertise, accumulated through first-hand experience of establishing, setting up and hosting some of the first Mens Sheds in Essex (such as Maldon, Cressing Temple and Takeley). We provide help with funding applications, governance, health and safety, drawing up codes of conduct and more. We arrange training as well as regular events which bring Shedders from across the county together, to share their knowledge and experiences and ultimately strengthen the network for all. The ESN now has over 300 active members, with five men's sheds active and operational within Uttlesford. More are in development.

UCAN Volunteer is our brokerage service, recruiting and supporting volunteering with third party organisations within Uttlesford and the UCAN Volunteer team also recruit and supervise the many volunteers who support delivery of UCAN's own initiatives. Volunteering is something that everyone can do, whatever their interests, where they live and however much time they have. Research has shown that volunteering leads to lower rates of depression and anxiety, especially for people aged 65 years and older. Volunteering reduces stress and increases positive, relaxed feelings by releasing dopamine. By spending time helping others, volunteers report feeling a sense of meaning and appreciation, both given and received, which can have a stress-reducing effect.

The Council for Voluntary Service Uttlesford

Trustees' Report

Achievements and performance

Financial review

UCAN has received various grants, including funds for Ticket Home (Herts and West Essex ICB), Community Response Hub (Uttlesford District Council) Volunteer Centre (Essex County Council, Uttlesford District Council, Essex Community Foundation), Essential Living Fund, Winter Warmth, Dementia Café, and the Jubilee Hub.

UCAN resources, including staff, are shared by our projects and these are fully costed and charged out to the relevant cost headings within the projects.

Additional funds were received through fund raising and donations.

Due to the nature of our funding, we look to use our finances as efficiently and economically as possible to ensure that we are effective in achieving our aims and objectives. UCAN and the projects work to detailed budgets, which are reviewed and monitored by the Treasurer, and Board of Directors, on a regular basis.

For the year ended 31st March 2025 our income was £319,524 (2024 - £784,355). Expenditure on charitable activities was £526,585 (2024 - £760,236). We used funds secured in the previous year to increase our reach and as such are reserves carried into 2025 were reduced from the previous year.

We will continue to ensure that the overheads in UCAN and its projects are fully covered by core and other income, only using reserves when necessary or for the future benefit (growth) of UCAN. We continue to investigate other areas of funding, increases in existing funding, as well as possible new projects in keeping with our objectives and for the benefit of the community.

Whilst volunteers are not paid for their voluntary services, any authorised expenses are reimbursed to them accordingly. In addition, where Trustees perform such voluntary services, any such authorised out of pocket expenses are also reimbursed to them where relevant.

Policy on reserves

UCAN is committed to responsible and efficient management of all funds which are the responsibility of the organisation.

The Management Committee of UCAN has considered the need for the organisation to maintain reserves in order to meet future financial obligations and has taken into account the following factors:

- * UCAN has a potential liability for future redundancy payments
- * UCAN may enter into contracts with suppliers which contain potential penalty clauses for early termination.

In order to provide for any of these obligations arising, the Committee considers it necessary to establish as a maximum financial reserve sufficient to cover 3-6 months of the previous year's salary costs, plus 3-6 months premises costs and as a minimum 3 months' salary and premises costs. Designated funds have been created for future liabilities and future staff costs (redundancy) to ensure we can fully meet our obligations.

Principal funding sources

UCAN is predominantly funded through grants from statutory agencies, trusts and foundations, and through our own fundraising events and activities.

The Council for Voluntary Service Uttlesford

Trustees' Report

Investment policy and objectives

Under its Memorandum and Articles of Association, the charity has the power to make any investments the Trustees see fit. UCAN moves funds between a CAF current account and a COIF Charities Deposit Fund, to maximise interest earned.

Principal risks facing the charity

The Trustees examine the major risks which the charity faces in relation to external factors and relationships, its governance and management, its internal operations and its activities. The management of risk is reviewed by the senior management team and by the trustee board.

Going concern

The trustees have serious concerns about future funding, which have mainly arisen from fundamental changes to how councils and other authorities fund essential volunteer services, allied to challenging fundraising conditions which are being experienced by many charities across the country.

As such the trustees have significant concerns around where future funding might come from, and that as a result the charity will only be able to provide limited health and community services in the short term, as things stand. The trustees will have to consider closing the charity within 2026 unless funding conditions change dramatically.

Trustees and officers

The trustees and officers serving during the year and since the year end were as follows:

Trustees:	Ms R Gardener Mr R Boyce Ms A Vye (resigned 31 July 2024) Ms C Husband (resigned 31 December 2025) Ms L Howard (resigned 19 November 2025) Mr S Broome (resigned 18 July 2025) Mr M Davis (resigned 31 July 2024) Ms C Boughen (resigned 18 July 2025) Mr L Slade (appointed 14 January 2025) Ms C E Parker (appointed 5 December 2025)
Chairman:	Mr R Boyce
Secretary:	Ms S Game (appointed 31 July 2024 and resigned 26 February 2025) Mr R Corby (appointed 26 February 2025)
Senior Management / Leadership Team:	Mr C Emmett, Lead Officer Mr R Corby, Business Manager

The Council for Voluntary Service Uttlesford

Trustees' Report

Structure, governance and management

Nature of governing document

The company is governed by its Memorandum and Articles of Association which were last amended in August 2014.

The Council for Voluntary Service Uttlesford is a charitable company limited by guarantee, registered as a charity on 30 November 1991 and incorporated on 25 March 2003 in the United Kingdom.

Recruitment and appointment of trustees

The Trustees who have served during the year and since the year end are listed on page 7. New Trustees are elected annually by trustees of the charity and serve for an initial period of 3 years. A further 3 year term may be served. Trustees must be nominated by two trustees. The Board may appoint up to 3 Trustees a year to ensure it has an appropriate range of skills and experience in its Board. The Chair and Director with Financial Responsibility are elected from within the board.

All Trustees give their time freely and no trustee was paid during the year. Trustees are required to disclose all relevant interests and, in accordance with the organisation's Memorandum and Articles, withdraw from decisions where a conflict of interest arises.

Organisational structure

UCAN is a member of NAVCA, the national membership charity for infrastructure organisations and adheres to the core principles of NAVCA, which aims to strengthen and champion social action through local infrastructure.

We are members of several local boards, including Uttlesford Health and Wellbeing Board, Uttlesford Community Safety Partnership and Uttlesford Dementia Action Alliance. We work closely with both the North and South Uttlesford Primary Care Networks (PCN's) and are core members of the Integrated Neighbourhood Team in each of these PCN's. In 2024 UCAN was co-opted onto the Essex Emergency Response group and is a member of the county's strategic and operational response in times of crisis. We are members of The Essex Alliance of voluntary organisations and the ICB Voluntary, Community, Social, Faith based enterprise group, working collaboratively with the NHS.

The Council for Voluntary Service Uttlesford

Trustees' Report

Relationships with related parties

Ticket Home CIC

UCAN has created a social enterprise called Ticket Home CIC through which to develop and market the hospital discharge support model in areas outside of Uttlesford. Any surplus generated through Ticket Home CIC will be gift aided to the charity. The social enterprise is currently dormant.

Relationship with employee

An employee of the charity, Sophie Davis, is the wife of a trustee, Marc Davis. Her appointment was made by the Senior Management Team and Marc Davis was not involved in either the decision making or the management of Sophie. The appointment was made on merit as Sophie was the strongest candidate. Our constitution allows the employment of connected parties, and this appointment followed the requirements set out therein. The Charity Commission confirmed this appointment was acceptable.

Marc Davis ceased to be a trustee on 31 July 2024. Sophie Davis' employment continues.

Major risks and management of those risks

The Trustees examine the major risks which the charity faces in relation to external factors and relationships, its governance and management, its internal operations and its activities. The management of risk is reviewed by the senior management team and by the trustee board.

Funds held as custodian trustee on behalf of others

From time-to-time, UCAN holds money on behalf of other voluntary groups who are unable to meet the governance requirements of funders due to their size or legal status. UCAN has agreed to receive these funds on their behalf, and to be responsible for the financial administration of said funds, however trustees are not in control of the use of the funds or their allocation. This responsibility sits with the management committee of the relevant group/organisation.

As at 31 March 2025, UCAN held third party funds for the following groups, amongst others, as outlined in note 19:

- Laindon Uniform Bank
- Stansted Helpline
- Jaywick Men's Shed
- The Community Callers
- Together4Essex
- Uttlesford Dementia Action Alliance

Custodian funds are recorded separately from the charity's own resources, however are recorded in the accounts as balance sheet items to recognise the liability due to the respective organisation in respect of the funds held.

The annual report was approved by the trustees of the charity on 2 December 2025 and signed on its behalf by:

.....
Mr R Boyce
Chairman and trustee

The Council for Voluntary Service Uttlesford

Statement of Trustees' Responsibilities

The trustees (who are also the directors of The Council for Voluntary Service Uttlesford for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

Company law requires the trustees to prepare financial statements for each financial year. 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 its income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards, comprising FRS 102 have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records that can disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

Approved by the trustees of the charity on 2 December 2025 and signed on its behalf by:

.....
Mr R Boyce
Chairman and trustee

The Council for Voluntary Service Uttlesford

Independent Examiner's Report to the trustees of The Council for Voluntary Service Uttlesford ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2025.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of The Council for Voluntary Service Uttlesford as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

.....
Mark Pearson FCA
Lambert Chapman LLP
3 Warners Mill
Silks Way
Braintree
Essex
CM7 3GB

29 January 2026

The Council for Voluntary Service Uttlesford

Statement of Financial Activities for the Year Ended 31 March 2025 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2025 £	Total 2024 £
Income and Endowments from:					
Donations and legacies	3	1,724	6,708	8,432	5,378
Charitable activities	4	92,209	213,832	306,041	761,288
Investment income	5	977	-	977	1,434
Other income	6	4,074	-	4,074	16,255
Total income		<u>98,984</u>	<u>220,540</u>	<u>319,524</u>	<u>784,355</u>
Expenditure on:					
Charitable activities	7	<u>(161,629)</u>	<u>(364,956)</u>	<u>(526,585)</u>	<u>(760,236)</u>
Total expenditure		<u>(161,629)</u>	<u>(364,956)</u>	<u>(526,585)</u>	<u>(760,236)</u>
Net (expenditure)/income		(62,645)	(144,416)	(207,061)	24,119
Transfers between funds		<u>(106)</u>	<u>106</u>	<u>-</u>	<u>-</u>
Net movement in funds		(62,751)	(144,310)	(207,061)	24,119
Reconciliation of funds					
Total funds brought forward		<u>123,375</u>	<u>251,353</u>	<u>374,728</u>	<u>350,609</u>
Total funds carried forward	20	<u><u>60,624</u></u>	<u><u>107,043</u></u>	<u><u>167,667</u></u>	<u><u>374,728</u></u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdowns for 2024 are shown in note 20.

The notes on pages 14 to 31 form an integral part of these financial statements.

The Council for Voluntary Service Uttlesford

(Registration number: 04709512) Balance Sheet as at 31 March 2025

	Note	2025 £	2024 £
Fixed assets			
Intangible assets	14	7,305	9,972
Tangible assets	15	<u>27,611</u>	<u>34,274</u>
		<u>34,916</u>	<u>44,246</u>
Current assets			
Debtors	16	41,915	23,645
Cash at bank and in hand	17	<u>123,210</u>	<u>348,147</u>
		165,125	371,792
Creditors: Amounts falling due within one year	18	<u>(32,374)</u>	<u>(41,310)</u>
Net current assets		<u>132,751</u>	<u>330,482</u>
Net assets		<u><u>167,667</u></u>	<u><u>374,728</u></u>
Funds of the charity:			
Restricted income funds			
Restricted funds	20	107,043	251,353
Unrestricted income funds			
Unrestricted funds		<u>60,624</u>	<u>123,375</u>
Total funds	20	<u><u>167,667</u></u>	<u><u>374,728</u></u>

For the financial year ending 31 March 2025 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

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

The financial statements on pages 12 to 31 were approved by the trustees.

The financial statements were authorised for issue on 26 January 2026 and signed on their behalf by:

.....
Mr R Boyce
Chairman and trustee

The notes on pages 14 to 31 form an integral part of these financial statements.

The Council for Voluntary Service Uttlesford

Notes to the Financial Statements for the Year Ended 31 March 2025

1 Charity status

The charity is limited by guarantee, incorporated in England and Wales, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The address of its registered office is:

1 Forest Court
Stortford Road
Great Dunmow
Essex
CM6 1DA

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

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)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Basis of preparation

The Council for Voluntary Service Uttlesford 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 notes.

Going concern

The financial statements have been prepared on a going concern basis.

The trustees have serious concerns about future funding, which have mainly arisen from fundamental changes to how councils and other authorities fund essential volunteer services, allied to challenging fundraising conditions which are being experienced by many charities across the country.

As such the trustees have significant concerns around where future funding might come from, and that as a result the charity will only be able to provide limited health and community services in the short term, as things stand. The trustees will have to consider closing the charity within 2026 unless funding conditions change dramatically.

Exemption from preparing a cash flow statement

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

The Council for Voluntary Service Uttlesford

Notes to the Financial Statements for the Year Ended 31 March 2025

Income and endowments

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Investment income

Investment income consists of bank interest received from cash deposits.

Charitable activities

Income from charitable activities includes income received on projects undertaken by the charity. It is recognised when there is entitlement to the funds, the amount can be reliably measured and receipt is probable.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Charitable activities

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

Grant provisions

Provisions for grants are made when the intention to make a grant has been communicated to the recipient but there is uncertainty about either the timing of the grant or the amount of grant payable.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements.

The Council for Voluntary Service Uttlesford

Notes to the Financial Statements for the Year Ended 31 March 2025

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Intangible assets

Intangible assets are stated in the Balance Sheet at cost less accumulated amortisation and impairment. They are amortised on a straight line basis over their estimated useful lives.

Amortisation

Amortisation is provided on intangible fixed assets so as to write off the cost, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Amortisation method and rate
Computer software	20% Straight line

Tangible fixed assets

Individual fixed assets are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Depreciation and amortisation

Asset class	Depreciation method and rate
Fixtures and fittings	20% Straight line
Motor vehicles	20% Straight line
Computer hardware	20% Straight line

Trade debtors

Trade debtors are amounts due from funders in respect of grants receivable and from local residents for services provided such as shopping and cleaning visits .

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

The Council for Voluntary Service Uttlesford

Notes to the Financial Statements for the Year Ended 31 March 2025

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Borrowings

Interest-bearing borrowings are initially recorded at fair value, net of transaction costs. Interest-bearing borrowings are subsequently carried at amortised cost, with the difference between the proceeds, net of transaction costs, and the amount due on redemption being recognised as a charge to the Statement of Financial Activities over the period of the relevant borrowing.

Interest expense is recognised on the basis of the effective interest method and is included in interest payable and similar charges.

Borrowings are classified as current liabilities unless the charity has an unconditional right to defer settlement of the liability for at least twelve months after the reporting date.

Fund structure

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

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

The Council for Voluntary Service Uttlesford

Notes to the Financial Statements for the Year Ended 31 March 2025

3 Income from donations and legacies

	Unrestricted funds General £	Restricted funds £	Total 2025 £	Total 2024 £
Donations and legacies;				
Donations	<u>1,724</u>	<u>6,708</u>	<u>8,432</u>	<u>5,378</u>
	<u>1,724</u>	<u>6,708</u>	<u>8,432</u>	<u>5,378</u>

The Council for Voluntary Service Uttlesford

Notes to the Financial Statements for the Year Ended 31 March 2025

4 Income from charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2025 £	Total 2024 £
Essex County Council	-	-	-	10,000
Uttlesford District Council	-	-	-	30,000
Sundry Income	11,996	-	11,996	6,743
Ukraine Hub	-	14,699	14,699	136,330
Assura	11,500	7,790	19,290	-
Mobile Supermarket	4,992	5,682	10,674	-
Maldon CVS	9,000	-	9,000	39,480
Ticket Home	17,802	37,423	55,225	277,435
Essex Community Foundation	2,250	-	2,250	-
North Uttlesford PCN	10,475	-	10,475	4,212
VCSFE	1,000	-	1,000	500
Volunteer Uttlesford	-	29,400	29,400	82,905
General Funds	7,275	-	7,275	-
Jubilee Hub	-	3,348	3,348	3,900
Community Response Hub	-	57,880	57,880	83,220
Crisis Response	-	-	-	64,405
Youth Garden and Shelter	-	-	-	2,500
VR Wellbeing	-	25,660	25,660	10,000
ECVYS	1,687	-	1,687	1,218
WECAN	3,623	-	3,623	6,240
Essex Shed Network	-	-	-	1,600
Saffron Walden Mencap Society	450	-	450	600
Dementia Cafes	-	200	200	-
ECC Transition	-	4,750	4,750	-
Living Well	-	27,000	27,000	-
Stansted Surgery	4,500	-	4,500	-
Fowler Smith and Jones Trust	2,500	-	2,500	-
Homes for Ukraine	3,159	-	3,159	-
	<u>92,209</u>	<u>213,832</u>	<u>306,041</u>	<u>761,288</u>

The Council for Voluntary Service Uttlesford

Notes to the Financial Statements for the Year Ended 31 March 2025

5 Investment income

	Unrestricted funds General £	Restricted funds £	Total 2025 £	Total 2024 £
Interest receivable and similar income;				
Interest receivable on bank deposits	977	-	977	1,434
	<u>977</u>	<u>-</u>	<u>977</u>	<u>1,434</u>

6 Other income

	Unrestricted funds General £	Restricted funds £	Total 2025 £	Total 2024 £
Other income	4,074	-	4,074	15,895
Gains on sale of tangible fixed assets for charity's own use	-	-	-	360
	<u>4,074</u>	<u>-</u>	<u>4,074</u>	<u>16,255</u>

The Council for Voluntary Service Uttlesford

Notes to the Financial Statements for the Year Ended 31 March 2025

7 Expenditure on charitable activities

		Unrestricted funds General	Restricted funds	Total 2025	Total 2024
	Note	£	£	£	£
Purchases		1,531	29,344	30,875	31,508
Essential living costs		-	5,863	5,863	6,653
Staff training		1,933	3,570	5,503	2,712
Workshops and activities		182	8,251	8,433	7,006
Events		2,432	114	2,546	975
Other expenditure		2,755	1,083	3,838	4,505
Repairs and maintenance		-	3,279	3,279	2,430
Depreciation		947	11,249	12,196	12,786
Staff travel		246	6,017	6,263	17,310
Volunteer expenses		26	933	959	6,538
Telephone		3,558	2,572	6,130	10,230
Printing, postage and stationery		1,001	645	1,646	3,182
Fuel costs		89	392	481	5,944
Winter Warmth costs		-	2,812	2,812	2,977
Professional fees		4,613	180	4,793	3,711
Bad debts written off		-	-	-	4,675
Emergency food parcels		-	44,350	44,350	41,089
Crisis response - Sudan		-	200	200	33,079
Keysafes		-	3,153	3,153	4,682
Storage rental		-	4,980	4,980	7,315
Amortisation		-	2,667	2,667	2,666
Grants payable - institutions		-	14,245	14,245	10,702
Rates		-	1,560	1,560	-
Motor repairs and renewals		-	6,398	6,398	8,373
Light, heat and power		594	-	594	-
Grant funding of activities		19	-	19	516
Staff costs		40,903	191,026	231,929	391,958
Allocated support costs	8	95,892	20,073	115,965	128,092
Governance costs	8	4,908	-	4,908	8,622
		<u>161,629</u>	<u>364,956</u>	<u>526,585</u>	<u>760,236</u>

The Council for Voluntary Service Uttlesford

Notes to the Financial Statements for the Year Ended 31 March 2025

8 Analysis of governance and support costs

Charitable activities expenditure

	Unrestricted funds General £	Restricted funds £	Total 2025 £	Total 2024 £
Advertising and marketing	2,518	2,002	4,520	9,624
Bank fees	143	1	144	82
Evaluation	-	-	-	3,581
General expenses	-	18	18	7
Insurance	2,599	3,907	6,506	6,077
IT costs	4,999	2,145	7,144	13,652
Office accommodation	16,333	6,500	22,833	18,859
Subscriptions	654	-	654	2,020
Finance and comms staff	31,828	2,500	34,328	34,372
Leadership staff cost	36,818	3,000	39,818	39,818
	<u>95,892</u>	<u>20,073</u>	<u>115,965</u>	<u>128,092</u>

Governance costs

	Unrestricted funds General £	Restricted funds £	Total 2025 £	Total 2024 £
Independent examiner fees				
Examination of the financial statements	4,908	-	4,908	8,622
	<u>4,908</u>	<u>-</u>	<u>4,908</u>	<u>8,622</u>

9 Net incoming/outgoing resources

Net (outgoing)/incoming resources for the year include:

	2025 £	2024 £
Other non-audit services	<u>4,908</u>	<u>8,622</u>

The Council for Voluntary Service Uttlesford

Notes to the Financial Statements for the Year Ended 31 March 2025

10 Trustees remuneration and expenses

During the year the charity made the following transactions with trustees:

£Nil (2024: £Nil) of travel expenses were reimbursed during the year.

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

11 Staff costs

The aggregate payroll costs were as follows:

	2025	2024
	£	£
Staff costs during the year were:		
Wages and salaries	209,284	354,660
Finance and comms staff	34,328	34,372
Leadership staff cost	39,818	39,818
Social security costs	17,315	30,151
Pension costs	5,330	7,147
	<u>306,075</u>	<u>466,148</u>

The monthly average number of persons (including senior management / leadership team) employed by the charity during the year expressed as full time equivalents was as follows:

	2025	2024
	No	No
Project co-ordination staff	10	19
Management staff	3	3
	<u>13</u>	<u>22</u>

No employee received emoluments of more than £60,000 during the year.

The total employee benefits of the key management personnel of the charity were £135,537 (2024 - £143,195).

The Council for Voluntary Service Uttlesford

Notes to the Financial Statements for the Year Ended 31 March 2025

12 Independent examiner's remuneration

	2025 £	2024 £
Examination of the financial statements	4,908	8,622

Independent Examiner's fees for the year ended 31 March 2024 appear higher than usual as the 2023 financial statements did not include an accrual for the examination fee. The above figure of £8,622 includes the cost of both the March 2023 and March 2024 independent examinations.

13 Taxation

The charity is a registered charity and is therefore exempt from taxation to the extent that income or gains are applied exclusively to charitable purposes.

14 Intangible fixed assets

	Computer software £	Total £
Cost		
At 1 April 2024	13,332	13,332
At 31 March 2025	13,332	13,332
Amortisation		
At 1 April 2024	3,360	3,360
Charge for the year	2,667	2,667
At 31 March 2025	6,027	6,027
Net book value		
At 31 March 2025	7,305	7,305
At 31 March 2024	9,972	9,972

The Council for Voluntary Service Uttlesford

Notes to the Financial Statements for the Year Ended 31 March 2025

15 Tangible fixed assets

	Fixtures and fittings £	Motor vehicles £	Computer hardware £	Total £
Cost				
At 1 April 2024	17,052	46,030	12,864	75,946
Additions	2,700	-	2,833	5,533
At 31 March 2025	19,752	46,030	15,697	81,479
Depreciation				
At 1 April 2024	12,846	21,795	7,031	41,672
Charge for the year	2,228	6,828	3,140	12,196
At 31 March 2025	15,074	28,623	10,171	53,868
Net book value				
At 31 March 2025	4,678	17,407	5,526	27,611
At 31 March 2024	4,206	24,235	5,833	34,274

16 Debtors

	2025 £	2024 £
Trade debtors	33,061	21,507
Prepayments	1,368	-
Accrued income	5,500	-
Other debtors	1,986	2,138
	41,915	23,645

17 Cash and cash equivalents

	2025 £	2024 £
Cash on hand	926	826
Cash at bank	122,284	347,321
	123,210	348,147

The Council for Voluntary Service Uttlesford

Notes to the Financial Statements for the Year Ended 31 March 2025

18 Creditors: amounts falling due within one year

	2025 £	2024 £
Trade creditors	3,549	10,035
Other taxation and social security	1	1
Wages and salaries control	414	-
Funds held as custodian trustee on behalf of others (see note 19)	23,898	26,972
Accruals	4,512	4,302
	<u>32,374</u>	<u>41,310</u>

19 Funds held as Custodian Trustee on behalf of others

These funds are monies held on behalf of their voluntary groups, who are unable to meet the governance requirements of their funders due to size or legal status. UCAN has agreed to receive these funds on their behalf, and to be responsible for the financial administration of said funds, however our trustees are not in control of the use of the funds or their allocation. This responsibility sits with the management committee of the relevant organisation.

At the end of the financial year, UCAN held cash in hand for the following groups:

	2025 £	2024 £
Half Term Lunchbox Project	105	105
Care Network (Uttlesford)	377	377
TouchPoint Stansted	213	213
Hatfield Broad Oak Assistance & Support Group	500	500
LACE	11	11
Community chest	573	573
Stansted Helpline	1,299	1,569
Jaywick Shed	13,480	16,235
ECVS	1,023	1,023
Laindon Uniform Bank	721	1,197
Uttlesford DAA	2,237	1,162
The Community Callers	340	954
Together4Essex	3,019	3,053
Total	<u>23,898</u>	<u>26,972</u>

The Council for Voluntary Service Uttlesford

Notes to the Financial Statements for the Year Ended 31 March 2025

20 Funds

	Balance at 1 April 2024 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2025 £
Unrestricted funds					
<i>General</i>					
General funds	80,375	98,984	(159,017)	(106)	20,236
<i>Designated</i>					
Designated funds - Staff	25,000	-	(2,612)	-	22,388
Designated funds - Office	18,000	-	-	-	18,000
	<u>43,000</u>	<u>-</u>	<u>(2,612)</u>	<u>-</u>	<u>40,388</u>
Total unrestricted funds	<u>123,375</u>	<u>98,984</u>	<u>(161,629)</u>	<u>(106)</u>	<u>60,624</u>
Restricted funds					
Community Response Hub	68,375	58,040	(116,989)	-	9,426
Cook and Eat	8,131	-	(8,131)	-	-
COVID Vaccination Centre	2,066	-	(2,066)	-	-
Crisis Response	22,306	-	(9,215)	-	13,091
CVS	921	-	(995)	74	-
Dementia Cafe	1,294	6,748	(3,723)	-	4,319
Essex Shed Network	7,357	-	(7,101)	-	256
Jubilee Hub	(252)	3,348	(7,634)	-	(4,538)
PCN Development Fund	10,000	-	(6,000)	-	4,000
Ticket Home	84,723	37,423	(74,277)	-	47,869
Ukraine Support Hub	(259)	14,699	(14,472)	32	-
Volunteering	36,741	29,400	(56,834)	-	9,307
VR Wellbeing	9,950	25,660	(30,315)	-	5,295
Assura	-	7,790	-	-	7,790
ECC Transition	-	4,750	-	-	4,750
Living Well	-	27,000	(27,000)	-	-
Mobile Supermarket	-	5,682	(204)	-	5,478
	<u>251,353</u>	<u>220,540</u>	<u>(364,956)</u>	<u>106</u>	<u>107,043</u>
Total restricted funds	<u>251,353</u>	<u>220,540</u>	<u>(364,956)</u>	<u>106</u>	<u>107,043</u>
Total funds	<u>374,728</u>	<u>319,524</u>	<u>(526,585)</u>	<u>-</u>	<u>167,667</u>

The Council for Voluntary Service Uttlesford

Notes to the Financial Statements for the Year Ended 31 March 2025

	Balance at 1 April 2023 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2024 £
Unrestricted funds					
<i>General</i>					
General funds	23,635	128,425	(71,354)	(331)	80,375
<i>Designated</i>					
Designated funds - Staff	25,000	-	-	-	25,000
Designated funds - Office	18,000	-	-	-	18,000
	<u>43,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>43,000</u>
Total unrestricted funds	<u>66,635</u>	<u>128,425</u>	<u>(71,354)</u>	<u>(331)</u>	<u>123,375</u>
Restricted					
Community Response Hub	104,753	83,980	(120,358)	-	68,375
Cook and Eat	20,700	-	(12,569)	-	8,131
COVID Vaccination Centre	2,066	-	-	-	2,066
Crisis Response	-	64,405	(42,099)	-	22,306
CVS	-	39,480	(38,559)	-	921
Dementia Cafe	2,193	2,045	(2,944)	-	1,294
Digital	(206)	-	-	206	-
Essex Shed Network	20,970	606	(14,219)	-	7,357
Frontline	(125)	-	-	125	-
Jubilee Hub	-	3,900	(4,152)	-	(252)
PCN Development Fund	10,000	-	-	-	10,000
Ticket Home	88,866	277,435	(281,578)	-	84,723
Timebank	(2,148)	-	2,148	-	-
Ukraine Support Hub	28,583	87,571	(116,413)	-	(259)
Volunteering	8,322	82,905	(54,486)	-	36,741
VR Wellbeing	-	10,000	(50)	-	9,950
Youth Garden and Shelter	-	3,603	(3,603)	-	-
	<u>283,974</u>	<u>655,930</u>	<u>(688,882)</u>	<u>331</u>	<u>251,353</u>
Total restricted funds	<u>283,974</u>	<u>655,930</u>	<u>(688,882)</u>	<u>331</u>	<u>251,353</u>
Total funds	<u>350,609</u>	<u>784,355</u>	<u>(760,236)</u>	<u>-</u>	<u>374,728</u>

The Council for Voluntary Service Uttlesford

Notes to the Financial Statements for the Year Ended 31 March 2025

The specific purposes for which the funds are to be applied are as follows:

Designated funds:

Staff - Trustees have set aside this amount in reserve for future potential staff redundancy costs.

Office - Trustees have set aside this amount as provision for future office accommodation costs.

Restricted funds:

Community Response Hub - this project provides practical and emotional support of vulnerable residents.

Cook and Eat - to provide tuition in the preparation of nutritious and economical meals.

COVID Vaccination Centre - to operate the volunteer led vaccination centre at Lord Butler Centre, Saffron Walden.

Crisis Response - UCAN has a Crisis Response team of staff and volunteers who are called upon in times of emergency, such as deployment to Stansted Airport during the evacuation of British nationals or refugees from war zones.

CVS - we are a Council for Voluntary Service representing the voluntary and community sector in Uttlesford, as well as supporting the development of new voluntary groups.

Dementia Cafe - a weekly social for people living with dementia and their carers.

Digital - increases uptake of and the number of opportunities in relation to using digital technology.

Essex Shed Network - to support the growth and development of the Men's Shed movement within Essex.

Frontline - to provide technical support to users of the Frontline Referrals digital platform.

Jubilee Hub - this is a community centre with a focus on family, children and young people and community delivering a programme of inclusive activities. Whilst the accounts show a negative fund balance as at 31 March 2024, further funding has been received since the year end.

PCN Development Fund - health promotion within the community.

Ticket Home - successor to the Pilot Home from hospital, which has been upscaled to support residents from Uttlesford, Harlow and Epping Forest, and covers multiple secondary care facilities.

Timebank - is a way of exchanging skills without exchanging money. Participants in the scheme can 'bank' the hours they volunteer using their own skills, and then draw on the skills of other people when they need help. The negative brought forward balance was due to an accounting error in the previous year, this has been corrected in this financial year.

Ukraine Support Hub - the operation of a welcome point at Stansted Airport supporting refugees from the Ukraine conflict. Whilst the accounts show a negative fund balance as at 31 March 2024, further funding has been received since the year end.

The Council for Voluntary Service Uttlesford

Notes to the Financial Statements for the Year Ended 31 March 2025

Volunteering - development and promotion of volunteering opportunities within Uttlesford.

VR Wellbeing - a 12 month pilot project for Essex County Council using virtual reality experiences to provide respite for carers.

Youth Garden and Shelter - a short-term project delivered for ECVYS in memory of one of their staff members who sadly passed away. We built a youth garden and shelter when young people in Barnston can go to socialise.

Assura - funding to develop health outreach initiatives in partnership with the PCN's, and respond to crisis situations within the Ticket Home scheme where patients meeting specific criteria can be assisted with making their homes safe.

ECC Transition - a one-off grant from Essex County Council to support CVS organisations as they transition to new ways of working.

Living Well - A one off grant to deliver training in partnership with GP's promoting the Living Well scheme. Funding is to deliver training for volunteers and nominated health service individuals in using the Living Well approach in their practice.

Mobile Supermarket - a 12 month pilot project delivered in partnership with The Active Wellbeing Society. UCAN and TAWS will operate a mobile community supermarket taking affordable food to outlying locations across Uttlesford where rural isolation is a disadvantage.

21 Analysis of net assets between funds

	Unrestricted funds General £	Restricted funds £	Total funds at 31 March 2025 £
Intangible fixed assets	-	7,305	7,305
Tangible fixed assets	1,166	26,445	27,611
Current assets	67,934	97,191	165,125
Current liabilities	(8,476)	(23,898)	(32,374)
Total net assets	<u>60,624</u>	<u>107,043</u>	<u>167,667</u>

	Unrestricted funds General £	Restricted funds £	Total funds at 31 March 2024 £
Intangible fixed assets	-	9,972	9,972
Tangible fixed assets	2,112	32,162	34,274
Current assets	125,581	246,211	371,792
Current liabilities	(4,318)	(36,992)	(41,310)
Total net assets	<u>123,375</u>	<u>251,353</u>	<u>374,728</u>

The Council for Voluntary Service Uttlesford

Notes to the Financial Statements for the Year Ended 31 March 2025

22 Related party transactions

There were no related party transactions in the year.

Accounts

Company registration number: 04709512

Charity registration number: 1098627

The Council for Voluntary Service Uttlesford

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2024

Lambert Chapman LLP
Chartered Accountants and Registered Statutory Auditors
3 Warners Mill
Silks Way
Braintree
Essex
CM7 3GB

The Council for Voluntary Service Uttlesford

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The Council for Voluntary Service Uttlesford

Reference and Administrative Details

Chairman	Mr R Boyce
Trustees	Ms R Gardener Mr R Boyce Ms C Husband Ms L Howard Mr S Broome Ms C Boughen
Secretary	Ms S Game
Senior Management / Leadership Team	Mr C Emmett, Chief Executive Officer Mr R Corby, Chief Finance Officer Mrs S Game, Operations Manager
Charity Registration Number	1098627
Company Registration Number	04709512
Registered Office	The charity is incorporated in England and Wales. 1 Forest Court Stortford Road Great Dunmow Essex CM6 1DA
Independent Examiner	Nicholas Forsyth FCA Lambert Chapman LLP Chartered Accountants and Registered Statutory Auditors 3 Warners Mill Silks Way Braintree Essex CM7 3GB

The Council for Voluntary Service Uttlesford

Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2024.

Objectives and activities

Objects and aims

The Council for Voluntary Service Uttlesford (working as UCAN) is a local infrastructure charity.

The charity's purpose as set out in the objects contained in the Company's Memorandum of Association are:

To promote, develop and facilitate a thriving, effective, sustainable and influential voluntary and community sector in Uttlesford, for the ongoing benefit of the community, thus promoting social action and assisting in the development of social capital.

UCAN helps people and communities come together to form voluntary organisations and successfully run existing organisations. Cuts in public spending are increasing the need for local voluntary sector infrastructure to help communities fill the gaps left by public services.

UCAN provides a range of services which aim to help people improve their local area, communities, pursue shared interests, support each other or work for change and make greater use of locally based assets.

We review our aims, objectives and activities each year. Our strategy covers a three-year period.

Objectives, strategies and activities

The charity undertakes a range of activities to support these purposes, including but not limited to:

Offering a range of support to sector leaders, trustees and volunteers, including advising on funding, governance and set up, as well as disseminating information and acting as the voice of the local sector at strategic meetings and boards. Services include:

Funding advice – this service includes support to identify funders who would potentially be interested in funding your project or idea, help with putting together an application including thinking about monitoring and evaluation.

Governance advice – help with developing or changing your governing document or legal structure, compliance with the charity commission and the responsibilities of trustees.

Policy development – support to think about the policies your organisations needs and what they should and must include.

Good practice advice – for the sector, including volunteer management, risk assessing and more.

Monitoring and Evaluation Guidance.

Provision of services for local residents including the Community Response Hub, Jubilee Hub, Community Fridges, Essex Shed Network, Digital Inclusion, Crisis Response and Ticket Home.

Promotion of volunteering through the operation of the UCAN Volunteer centre, which recruits, supervises and brokers volunteers not only for UCAN but for other voluntary sector organisations within the district.

The Council for Voluntary Service Uttlesford

Trustees' Report

Public benefit

Our aims and charitable activities are provided to benefit the people of Uttlesford. At present all our services are free of charge to our clients.

On occasion we may deliver services to people outside the Uttlesford district. Additionally, working with Essex Association of Local Councils and Essex County Council we have been managing funds awarded to community startups where groups were unable to meet the compliance requirements of the funder. This work takes our support into North, East and West Essex.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Grant making policies

Ordinarily the charity does not give grants, however on occasion may be the lead organisation on a multi-party bid for funds on a collaborative piece of work. On these occasions, UCAN will pay funds to delivery partners which are recorded in the accounts as 'Grants to Project Partners', as UCAN is responsible for reporting to the funders the utilisation of the monies and the outcomes achieved.

Use of volunteers

The charity has in excess of 200 registered volunteers who play a major role in delivering crisis response work through our relationship with Stansted Airport, as well as supporting vulnerable and isolated people within our own community.

Equality

Equal access to our services is an important issue to us and in accordance with our Diversity and Equity Policy we do not discriminate on the basis of race, nationality, colour, creed, gender, disability, marital status, sexuality, religion, language, culture, age or class.

The Council for Voluntary Service Uttlesford

Trustees' Report

Chair's Introduction

I am immensely excited by, but also to some extent daunted by, my role as the new Chair of UCAN. The organisation owes a big thank you to my predecessor Marc Davis for his excellent leadership over the last four years. He has presided over a difficult, but highly successful, period for us.

I must also thank our CEO, Clive Emmett, for his continued tireless work leading the organisation. The amount he gets through, and his ability to keep plates spinning, is truly remarkable! The same goes for the whole of the UCAN SMT who have continued to grow the organisation during a time of significant staff shortages.

As you will see from the figures set out within this report, UCAN has had a huge impact on the district of Uttlesford. We have become a key component of the district's Rapid Response, enabling us collectively to meet the challenges of the crises we have seen, and continue to see.

We also deliver impactful projects such as Ticket Home, which continues to grow in terms of patients and now also hospitals; Digital Inclusion, helping some of our more disadvantaged citizens to interact with an increasingly digital world; the Essex Shed Network, addressing loneliness and isolation and now the Jubilee Hub, providing a rich menu of social and learning opportunities at our second base location now open in Saffron Walden.

When we think about what the UCAN team has achieved in the face of continued downward pressure on funding, it is nothing less than miraculous.

Looking forward, the challenge for UCAN is to build on our success, delivering more of what we do well, as well as widening it where appropriate, and at the same time becoming less reliant on local authority grants, as they continue to dry up. Not an easy ask, but the board and the UCAN team together believe that it is achievable.

Chief Executive's Review

I am delighted to write a few words about the amazing year UCAN has had supporting local communities, the Voluntary Sector and responding to crises.

As an organisation, we have undergone significant changes over the past two years, rebranding from CVSU to UCAN, growing into a medium sized charity and diversifying as an organisation, while being asked to get involved in, and respond to, the humanitarian crisis unfolding on our doorstep as displaced peoples arrive in the UK at Stansted Airport. I am extremely proud of what we have achieved with over 18,000 Ukrainians being supported, plus a further 2,000 Sudanese people arriving over a five day period in late April 2023. Both of these operations highlight UCAN's versatility and responsiveness to local need. A further exciting development was our merger with Volunteer Uttlesford, who have become part of UCAN, supporting our drive to increase volunteering in the district. Another development is our work supporting hospital discharge for Uttlesford residents.

I would finally like to say that I am extremely proud of the dedication of both our staff and volunteers. The care for local people is as important to them as ever, and to UCAN as a charity, and we will continue to strive to meet the needs of vulnerable people in Uttlesford.

Summary of Achievements

UCAN helps people in need. We do this by responding to help requests from Uttlesford residents, providing opportunities for social inclusion and participation, and overcoming digital disadvantage.

During 2023-2024, UCAN supported 1,101 residents through our Community Response Hub, undertaking some 2,325 practical tasks that enabled local people to continue to live independently in their own homes. Additionally, we undertook 25 garden rescues, 44 household repairs, installed 105 key safes and delivered 119 prescriptions.

Through our outreach work and social groups focused on digital inclusion, we helped 745 people to improve their digital skills and have improved access to online services and support.

The Council for Voluntary Service Uttlesford

Trustees' Report

The Essex Shed Network is a partnership between Maldon and District CVS and Uttlesford Community Action Network. Established in 2016, the aim of the ESN is to provide support to organisations or private individuals within Essex wishing to set up a Mens Shed, whilst also providing help to existing Sheds to ensure their sustainability. We do this by sharing our knowledge and expertise, accumulated through first-hand experience of establishing, setting up and hosting some of the first Mens Sheds in Essex (such as Maldon, Cressing Temple and Takeley). We provide help with funding applications, governance, health and safety, drawing up codes of conduct and more. We arrange training as well as regular events which bring Shedders from across the county together, to share their knowledge and experiences and ultimately strengthen the network for all. The ESN now has over 300 active members, with five men's sheds active and operational within Uttlesford. More are in development. A further way we support shedders is through the operation of a Tool Bank, where we receive donated tools and equipment from residents and place them with sheds that can benefit from them, and in turn make items that are of value in the local community.

Ticket Home - our supported hospital discharge scheme - has been a significant and ongoing piece of work for UCAN. Working with NHS discharge teams, we have staff embedded in both Princess Alexandra Hospital (Harlow) and Addenbrooks Hospital (Cambridge) whose role is to identify patients recently admitted to hospital who may need some extra help and support when going home. We start planning for discharge on Day 1 (admission) and meet with patients as soon as possible to identify their needs, and start to develop a plan for when they are getting ready to leave hospital, and support for post-discharge. Ways that we help include making sure that patients have suitable transport home, and when they are home have food in the cupboard and fridge, the power, water and heating is on, and the property is clean and ready for occupation. We also help with providing access to the property for carers. Other ways we help include the provision of hot meals delivered to the front door for up to 14 days post-discharge and moving furniture and obstacles to make the property easier to navigate. We deliver specialist/adapted equipment to the home before the patient arrives, to reduce the risk of trips and falls which could result in emergency readmission. Every patient who is supported by Ticket Home receives a 48 hour post-discharge welfare call, and we continue to telephone weekly for up to six weeks to ensure the patient's changing needs are still being met. These calls are undertaken by trained volunteers. The impact of the Ticket Home approach - which is far more than discharge support - has been such that we have been able to release a whole ward of beds back into use at Princess Alexandra Hospital. This is the result of ensuring patients are able to leave on or before their planned discharge date, that discharges succeed and readmissions are reduced and, as a result, over £115,000 has been saved for the NHS by reducing bed blocking. Consequentially, waiting lists are reducing because of the increased availability of beds.

Towards the end of 2022, Volunteer Uttlesford - the charity for volunteering in our district - merged with UCAN to form one district wide infrastructure and support organisation. We had already established close working links during the COVID pandemic and it made strategic and financial sense to bring the two organisations together to form one entity. UCAN Volunteer is our brokerage service, recruiting and supporting volunteering with third party organisations within Uttlesford and the UCAN Volunteer team also recruit and supervise the many volunteers who support delivery of UCAN's own initiatives. Volunteering is something that everyone can do, whatever their interests, where they live and however much time they have. Research has shown that volunteering leads to lower rates of depression and anxiety, especially for people aged 65 years and older. Volunteering reduces stress and increases positive, relaxed feelings by releasing dopamine. By spending time helping others, volunteers report feeling a sense of meaning and appreciation, both given and received, which can have a stress-reducing effect.

Volunteers from across Uttlesford are mobilized by UCAN in times of crisis, such as the Ukraine conflict and the Afghanistan and Sudan evacuations. This is relevant to our organisation, as Uttlesford is unique in Essex in having an international border at Stansted Airport, which frequently takes a leading role in the reception of displaced peoples from other parts of the world. UCAN volunteers based within Stansted Airport contributed in excess of 13,000 hours of support for displaced people during the year. 18,000 Ukrainian refugees from the Ukraine/Russia War were received and supported by UCAN during the period we ran a help desk within the arrivals terminal at the airport.

The Council for Voluntary Service Uttlesford

Trustees' Report

Financial review

UCAN received core income through grants from Essex County Council and Uttlesford District Council. A service level agreement was in place until 31st March 2024 with Essex County Council and another to 31st March 2025 with Uttlesford District Council. We have now been notified that some of the funding from these sources will not be renewed for subsequent periods and, whilst the Trustees are satisfied that the Charity will be able to continue as a going concern, they are aware that the reduction in funding may result in some service activities being scaled back.

UCAN also generates income from services provided to the voluntary sector (Community Bookkeeping, Community Payroll and Consultancy).

UCAN has also received various other grants, including funds for Ticket Home (Herts and West Essex ICB), Community Response Hub (Uttlesford District Council) Ukraine Welcome Hub (Essex County Council), Sudan Crisis (Essex County Council), Volunteer Centre (Essex County Council, Uttlesford District Council, Essex Community Foundation), Essential Living Fund, Winter Warmth, Dementia Café, Barnston Youth Garden and Shelter, and the Jubilee Hub.

UCAN resources, including staff, are shared by our projects and these are fully costed and charged out to the relevant cost headings within the projects.

Additional funds were received through fund raising and donations.

Due to the nature of our funding, we look to use our finances as efficiently and economically as possible to ensure that we are effective in achieving our aims and objectives. UCAN and the projects work to detailed budgets, which are reviewed and monitored by the Treasurer, and Board of Directors, on a regular basis.

For the year ended 31st March 2024 our income was £784,355 (2023 - £736,627). Expenditure on Charitable Activities was £759,519 (2023 - £600,321).

For the year to 31st March 2024 UCAN and its projects had a surplus of £24,836 (2023 - £136,306).

We will continue to ensure that the overheads in UCAN and its projects are fully covered by core and other income, only using reserves when necessary or for the future benefit (growth) of UCAN. We continue to investigate other areas of funding, increases in existing funding, as well as possible new projects in keeping with our objectives and for the benefit of the community.

Whilst volunteers are not paid for their voluntary services, any authorised expenses are reimbursed to them accordingly. In addition, where Trustees perform such voluntary services, any such authorised out of pocket expenses are also reimbursed to them where relevant.

Policy on reserves

UCAN is committed to responsible and efficient management of all funds which are the responsibility of the organisation.

The Management Committee of UCAN has considered the need for the organisation to maintain reserves in order to meet future financial obligations and has taken into account the following factors:

- UCAN has a potential liability for future redundancy payments
- UCAN may enter into contracts with suppliers which contain potential penalty clauses for early termination.

In order to provide for any of these obligations arising, the Committee considers it necessary to establish as a maximum financial reserve sufficient to cover 3-6 months of the previous year's salary costs, plus 3-6 months premises costs and as a minimum 3 months' salary and premises costs - this is currently set at £70,000 and available reserves as at 31 March 2024 amount to £78,262.

The Council for Voluntary Service Uttlesford

Trustees' Report

Principal funding sources

UCAN has received funding from both Essex County Council and Uttlesford District Council. Some of the Essex County Council funding is not being renewed for March 2025 and the Uttlesford District Council funding will not be renewed after March 2025.

To mitigate the impact of the reduction in funding from these sources, UCAN has increased the amount of services it provides in addition to infrastructure support, and receives grants from the NHS to deliver Ticket Home which has become a major part of the benefit it provides to the community.

Investment policy and objectives

Under its Memorandum and Articles of Association, the charity has the power to make any investments the Trustees see fit. UCAN moves funds between a CAF current account and a COIF Charities Deposit Fund, to maximise interest earned.

Principal risks facing the charity

The Trustees examine the major risks which the charity faces in relation to external factors and relationships, its governance and management, its internal operations and its activities. The management of risk is reviewed by the senior management team and by the trustee board.

Trustees and officers

The trustees and officers serving during the year and since the year end were as follows:

Trustees:	Ms R Gardener Mr R Boyce Ms A Vye (resigned 31 July 2024) Ms C Husband Ms L Howard Mr S Broome Mr M Davis (resigned 31 July 2024) Ms C Boughen
Chairman:	Mr R Boyce
Secretary:	Ms S Game (appointed 31 July 2024)
Senior Management / Leadership Team:	Mr C Emmett, Chief Executive Officer Mr R Corby, Chief Finance Officer Mrs S Game, Operations Manager

Structure, governance and management

Nature of governing document

The company is governed by its Memorandum and Articles of Association which were last amended in August 2014.

The Council for Voluntary Service Uttlesford is a charitable company limited by guarantee, registered as a charity on 30 November 1991 and incorporated on 25 March 2003 in the United Kingdom.

The Council for Voluntary Service Uttlesford

Trustees' Report

Recruitment and appointment of trustees

The Trustees who have served during the year and since the year end are listed on page 7. New Trustees are elected annually by trustees of the charity and serve for an initial period of 3 years. A further 3 year term may be served. Trustees must be nominated by two trustees. The Board may appoint up to 3 Trustees a year to ensure it has an appropriate range of skills and experience in its Board. The Chair and Director with Financial Responsibility are elected from within the board.

All Trustees give their time freely and no trustee was paid during the year. Trustees are required to disclose all relevant interests and, in accordance with the organisation's Memorandum and Articles, withdraw from decisions where a conflict of interest arises.

Organisational structure

UCAN is a member of NAVCA, the national membership charity for infrastructure organisations and adheres to the core principles of NAVCA, which aims to strengthen and champion social action through local infrastructure.

We are members of several local boards, including Uttlesford Health and Wellbeing Board, Uttlesford Community Safety Partnership and Uttlesford Dementia Action Alliance. We work closely with both the North and South Uttlesford Primary Care Networks (PCN's) and are core members of the Integrated Neighbourhood Team in each of these PCN's. In 2024 UCAN was co-opted onto the Essex Emergency Response group and is a member of the county's strategic and operational response in times of crisis. We are members of The Essex Alliance of voluntary organisations and the ICB Voluntary, Community, Social, Faith based enterprise group, working collaboratively with the NHS.

Relationships with related parties

UCAN is a member of West Essex Community Action Network (WECAN) and alongside Rainbow Services (Harlow) and Voluntary Action Epping Forest forms the management committee of the company.

An employee of the charity, Sophie Davis, is the wife of a trustee, Marc Davis. Her appointment was made by the Senior Management Team and Marc Davis was not involved in either the decision making or the management of Sophie. The appointment was made on merit as Sophie was the strongest candidate. Our constitution allows the employment of connected parties, and this appointment followed the requirements set out therein. The Charity Commission confirmed this appointment was acceptable.

Marc Davis ceased to be a trustee on 31st July 2024. Sophie Davis' employment continues.

Small companies provision statement

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on 24 January 2025 and signed on its behalf by:

.....
Mr R Boyce
Chairman and trustee

The Council for Voluntary Service Uttlesford

Statement of Trustees' Responsibilities

The trustees (who are also the directors of The Council for Voluntary Service Uttlesford for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland". The report and accounts have been prepared in accordance with the provisions in the Companies Act 2006 relating to small companies.

Company law requires the trustees to prepare financial statements for each financial year. 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 its income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards, comprising FRS 102 have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records that can disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

Approved by the trustees of the charity on 24 January 2025 and signed on its behalf by:

.....
Mr R Boyce
Chairman and trustee

The Council for Voluntary Service Uttlesford

Independent Examiner's Report to the trustees of The Council for Voluntary Service Uttlesford ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2024.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of The Council for Voluntary Service Uttlesford as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

.....
Nicholas Forsyth FCA
Lambert Chapman LLP
3 Warners Mill
Silks Way
Braintree
Essex
CM7 3GB

27 January 2025

The Council for Voluntary Service Uttlesford

Statement of Financial Activities for the Year Ended 31 March 2024 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2024 £	Total 2023 £
Income and Endowments from:					
Donations and legacies	3	1,865	3,513	5,378	15,803
Charitable activities	4	109,872	651,416	761,288	709,555
Investment income	5	1,199	235	1,434	500
Other income	6	15,489	766	16,255	10,769
Total income		<u>128,425</u>	<u>655,930</u>	<u>784,355</u>	<u>736,627</u>
Expenditure on:					
Charitable activities	7	<u>(71,354)</u>	<u>(688,882)</u>	<u>(760,236)</u>	<u>(600,321)</u>
Total expenditure		<u>(71,354)</u>	<u>(688,882)</u>	<u>(760,236)</u>	<u>(600,321)</u>
Net income/(expenditure)		57,071	(32,952)	24,119	136,306
Transfers between funds		<u>(331)</u>	<u>331</u>	<u>-</u>	<u>-</u>
Net movement in funds		56,740	(32,621)	24,119	136,306
Reconciliation of funds					
Total funds brought forward		<u>66,635</u>	<u>283,974</u>	<u>350,609</u>	<u>214,303</u>
Total funds carried forward	20	<u>123,375</u>	<u>251,353</u>	<u>374,728</u>	<u>350,609</u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdowns for 2023 and 2024 are shown in note 20.

The Council for Voluntary Service Uttlesford

(Registration number: 04709512)
Balance Sheet as at 31 March 2024

	Note	2024 £	2023 £
Fixed assets			
Intangible assets	14	9,972	12,638
Tangible assets	15	34,274	39,131
		<u>44,246</u>	<u>51,769</u>
Current assets			
Debtors	16	23,645	26,351
Cash at bank and in hand	17	348,147	440,146
		371,792	466,497
Creditors: Amounts falling due within one year	18	(41,310)	(167,657)
Net current assets		<u>330,482</u>	<u>298,840</u>
Net assets		<u>374,728</u>	<u>350,609</u>
Funds of the charity:			
Restricted income funds			
Restricted funds	20	251,353	283,974
Unrestricted income funds			
Unrestricted funds		<u>123,375</u>	<u>66,635</u>
Total funds	20	<u>374,728</u>	<u>350,609</u>

For the financial year ending 31 March 2024 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- 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 relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

The financial statements on pages 11 to 30 were approved by the trustees.

The financial statements were authorised for issue on 24 January 2025 and signed on their behalf by:

.....
Mr R Boyce
Chairman and trustee

The notes on pages 14 to 30 form an integral part of these financial statements.

The Council for Voluntary Service Uttlesford

Statement of Cash Flows for the Year Ended 31 March 2024

	Note	2024 £	2023 £
Cash flows from operating activities			
Net cash income		24,119	136,306
Adjustments to cash flows from non-cash items			
Depreciation		12,786	12,248
Amortisation		2,666	694
Investment income		(1,434)	(500)
		38,137	148,748
Working capital adjustments			
Decrease in debtors	16	2,706	58,380
(Decrease)/increase in creditors	18	(126,347)	69,588
Net cash flows from operating activities		(85,504)	276,716
Cash flows from investing activities			
Interest received		1,434	500
Acquisition of intangible assets		-	(13,332)
Acquisitions of tangible assets		(7,929)	(17,709)
Net cash flows from investing activities		(6,495)	(30,541)
Net (decrease)/increase in cash and cash equivalents		(91,999)	246,175
Cash and cash equivalents at 1 April		440,146	193,971
Cash and cash equivalents at 31 March		348,147	440,146
Reconciliation of net cash flow to movement in net funds			
(Decrease)/increase in cash		(91,999)	246,175
Net funds at 1 April 2023		440,146	193,971
Net funds at 31 March 2024		348,147	440,146

All of the cash flows are derived from continuing operations during the above two periods.

The Council for Voluntary Service Uttlesford

Notes to the Financial Statements for the Year Ended 31 March 2024

1 Charity status

The charity is limited by guarantee, incorporated in England and Wales, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The address of its registered office is:

1 Forest Court
Stortford Road
Great Dunmow
Essex
CM6 1DA

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

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)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Basis of preparation

The Council for Voluntary Service Uttlesford 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 notes.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Whilst the Trustees are satisfied that the Charity will be able to operate as a going concern for the foreseeable future, they are currently looking to scale back some of the services being provided as a result of funding reductions being made in the periods ending March 2025 and March 2026 periods.

Income and endowments

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

The Council for Voluntary Service Uttlesford

Notes to the Financial Statements for the Year Ended 31 March 2024

Investment income

Investment income consists of bank interest received from cash deposits.

Charitable activities

Income from charitable activities includes income received on projects undertaken by the charity. It is recognised when there is entitlement to the funds, the amount can be reliably measured and receipt is probable.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Charitable activities

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

Grant provisions

Provisions for grants are made when the intention to make a grant has been communicated to the recipient but there is uncertainty about either the timing of the grant or the amount of grant payable.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Intangible assets

Intangible assets are stated in the Balance Sheet at cost less accumulated amortisation and impairment. They are amortised on a straight line basis over their estimated useful lives.

Tangible fixed assets

Individual fixed assets are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

The Council for Voluntary Service Uttlesford

Notes to the Financial Statements for the Year Ended 31 March 2024

Amortisation

Amortisation is provided on intangible fixed assets so as to write off the cost, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Amortisation method and rate
Computer software	20% Straight line

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Fixtures and fittings	20% Straight line
Motor vehicles	20% Straight line
Computer hardware	20% Straight line

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Borrowings

Interest-bearing borrowings are initially recorded at fair value, net of transaction costs. Interest-bearing borrowings are subsequently carried at amortised cost, with the difference between the proceeds, net of transaction costs, and the amount due on redemption being recognised as a charge to the Statement of Financial Activities over the period of the relevant borrowing.

Interest expense is recognised on the basis of the effective interest method and is included in interest payable and similar charges.

Borrowings are classified as current liabilities unless the charity has an unconditional right to defer settlement of the liability for at least twelve months after the reporting date.

The Council for Voluntary Service Uttlesford

Notes to the Financial Statements for the Year Ended 31 March 2024

Fund structure

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

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

3 Income from donations and legacies

	Unrestricted funds General £	Restricted funds £	Total 2024 £	Total 2023 £
Donations and legacies;				
Donations	1,865	3,513	5,378	15,803
	<u>1,865</u>	<u>3,513</u>	<u>5,378</u>	<u>15,803</u>

The Council for Voluntary Service Uttlesford

Notes to the Financial Statements for the Year Ended 31 March 2024

4 Income from charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2024 £	Total 2023 £
Essex County Council	10,000	-	10,000	251,919
Uttlesford District Council	30,000	-	30,000	73,422
NHS West Essex CCG	-	-	-	84,333
Sundry Income	6,743	-	6,743	281
Ukraine Hub	48,759	87,571	136,330	-
Essex Assoc Local Councils	-	-	-	3,990
Essex Community Foundation	-	-	-	13,775
Groundworks	-	-	-	1,500
Frontline Fee	-	-	-	9,375
Maldon CVS	-	39,480	39,480	15,000
NHS Herts & West Essex ICB	-	-	-	169,000
North Uttlesford PCN	4,212	-	4,212	6,248
The National Lottery	-	-	-	75,278
VCSFE	500	-	500	2,000
Volunteer Uttlesford	-	82,905	82,905	3,434
Jubilee Hub	-	3,900	3,900	-
Community Response Hub	-	83,220	83,220	-
Crisis Response	-	64,405	64,405	-
Ticket Home	-	277,435	277,435	-
Youth Garden and Shelter	-	2,500	2,500	-
VR Wellbeing	-	10,000	10,000	-
ECVYS	1,218	-	1,218	-
WECAN	6,240	-	6,240	-
Essex Shed Network	1,600	-	1,600	-
Saffron Walden Mencap Society	600	-	600	-
	<u>109,872</u>	<u>651,416</u>	<u>761,288</u>	<u>709,555</u>

The Council for Voluntary Service Uttlesford

Notes to the Financial Statements for the Year Ended 31 March 2024

5 Investment income

	Unrestricted funds General £	Restricted funds £	Total 2024 £	Total 2023 £
Interest receivable and similar income;				
Interest receivable on bank deposits	1,199	235	1,434	500

6 Other income

	Unrestricted funds General £	Restricted funds £	Total 2024 £	Total 2023 £
Other income	15,489	406	15,895	10,769
Gains on sale of tangible fixed assets for charity's own use	-	360	360	-
	15,489	766	16,255	10,769

The Council for Voluntary Service Uttlesford

Notes to the Financial Statements for the Year Ended 31 March 2024

7 Expenditure on charitable activities

	Note	Unrestricted funds General £	Restricted funds £	Total 2024 £	Total 2023 £
Purchases		-	31,508	31,508	3,941
Essential living costs		-	6,653	6,653	13,452
Staff training		1,274	1,438	2,712	9,417
Small tools and equipment		-	-	-	2,273
Workshops and activities		698	6,308	7,006	6,539
Events		975	-	975	3,150
Recruitment		-	-	-	1,527
Other expenditure		2,665	1,840	4,505	1,881
Repairs and maintenance		-	2,430	2,430	2,951
Depreciation		937	11,849	12,786	12,248
Staff travel		2,085	15,225	17,310	12,049
Volunteer expenses		2,246	4,292	6,538	15,720
Telephone		7,359	2,871	10,230	8,994
Printing, postage and stationery		395	2,787	3,182	3,539
Fuel costs		7	5,937	5,944	1,003
Winter Warmth costs		16	2,961	2,977	-
Professional fees		3,361	350	3,711	8,125
Bad debts written off		50	4,625	4,675	-
Emergency food parcels		-	41,089	41,089	536
Crisis response - Sudan		-	33,079	33,079	-
Subcontract cost		-	-	-	3,980
Adapted Equipment		-	-	-	532
Fuel vouchers		-	-	-	4,025
Keysafes		-	4,682	4,682	840
Safety supplies		-	-	-	124
Shopping and prescriptions		-	-	-	181
Storage rental		-	7,315	7,315	5,170
Amortisation		-	2,666	2,666	694
Grants payable - institutions		-	10,702	10,702	81,498
Motor repairs and renewals		-	8,373	8,373	1,150
Grant funding of activities		516	-	516	-
Staff costs		16,466	375,492	391,958	293,375
Allocated support costs	8	23,682	104,410	128,092	98,048
Governance costs	8	8,622	-	8,622	3,359
		<u>71,354</u>	<u>688,882</u>	<u>760,236</u>	<u>600,321</u>

The Council for Voluntary Service Uttlesford

Notes to the Financial Statements for the Year Ended 31 March 2024

8 Analysis of governance and support costs

Charitable activities expenditure

	Unrestricted funds General £	Restricted funds £	Total 2024 £	Total 2023 £
Advertising and marketing	4,276	5,348	9,624	6,828
AGM	-	-	-	561
Bank fees	82	-	82	55
Evaluation	-	3,581	3,581	888
General expenses	-	7	7	1,016
Insurance	4,124	1,953	6,077	9,667
IT costs	7,631	6,021	13,652	10,507
Office accommodation	5,979	12,880	18,859	11,513
Subscriptions	1,590	430	2,020	443
Trustee expenses	-	-	-	144
Finance and comms staff	-	34,372	34,372	18,809
Leadership staff cost	-	39,818	39,818	37,617
	<u>23,682</u>	<u>104,410</u>	<u>128,092</u>	<u>98,048</u>

Governance costs

	Unrestricted funds General £	Restricted funds £	Total 2024 £	Total 2023 £
Independent examiner fees				
Examination of the financial statements	8,622	-	8,622	2,896
Cost of trustee meetings	-	-	-	463
	<u>8,622</u>	<u>-</u>	<u>8,622</u>	<u>3,359</u>

The Council for Voluntary Service Uttlesford

Notes to the Financial Statements for the Year Ended 31 March 2024

9 Net incoming/outgoing resources

Net incoming resources for the year include:

	2024 £	2023 £
Other non-audit services	<u>8,622</u>	<u>2,896</u>

10 Trustees remuneration and expenses

During the year the charity made the following transactions with trustees:

£Nil (2023: £114) of travel expenses were reimbursed during the year.

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any other benefits from the charity during the year.

11 Staff costs

The aggregate payroll costs were as follows:

	2024 £	2023 £
Staff costs during the year were:		
Wages and salaries	354,660	263,718
Finance and comms staff	34,372	18,809
Leadership staff cost	39,818	37,617
Social security costs	30,151	23,000
Pension costs	<u>7,147</u>	<u>6,657</u>
	<u>466,148</u>	<u>349,801</u>

The monthly average number of persons (including senior management / leadership team) employed by the charity during the year expressed as full time equivalents was as follows:

	2024 No	2023 No
Project co-ordination staff	19	7
Management staff	<u>3</u>	<u>3</u>
	<u>22</u>	<u>10</u>

The number of employees whose emoluments fell within the following bands was:

	2024 No	2023 No
£60,001 - £70,000	<u>1</u>	<u>1</u>

The total employee benefits of the key management personnel of the charity were £143,195 (2023 - £125,004).

The Chief Executive Officer, as the highest paid member of staff, received benefits totalling £66,216 (2023 - £61,005). This sum includes amounts paid over and above the base salary costs, relating to the Ukraine Support Hub project, which would otherwise not exceed £60,000.

The Council for Voluntary Service Uttlesford

Notes to the Financial Statements for the Year Ended 31 March 2024

12 Independent examiner's remuneration

	2024 £	2023 £
Examination of the financial statements	8,622	2,896

Independent Examiner's fees for the year ended 31 March 2024 appear higher than before as the previous financial statements did not include an accrual for the examination fee. The above figure of £8,622 includes the cost of both the March 2023 and March 2024 independent examinations.

13 Taxation

The charity is a registered charity and is therefore exempt from taxation to the extent that income or gains are applied exclusively to charitable purposes.

14 Intangible fixed assets

	Computer software £	Total £
Cost		
At 1 April 2023	13,332	13,332
At 31 March 2024	13,332	13,332
Amortisation		
At 1 April 2023	694	694
Charge for the year	2,666	2,666
At 31 March 2024	3,360	3,360
Net book value		
At 31 March 2024	9,972	9,972
At 31 March 2023	12,638	12,638

The Council for Voluntary Service Uttlesford

Notes to the Financial Statements for the Year Ended 31 March 2024

15 Tangible fixed assets

	Fixtures and fittings £	Motor vehicles £	Computer hardware £	Total £
Cost				
At 1 April 2023	16,002	43,530	11,735	71,267
Additions	1,050	5,750	1,129	7,929
Disposals	-	(3,250)	-	(3,250)
At 31 March 2024	17,052	46,030	12,864	75,946
Depreciation				
At 1 April 2023	10,936	16,676	4,524	32,136
Charge for the year	1,910	8,369	2,507	12,786
Eliminated on disposals	-	(3,250)	-	(3,250)
At 31 March 2024	12,846	21,795	7,031	41,672
Net book value				
At 31 March 2024	4,206	24,235	5,833	34,274
At 31 March 2023	5,066	26,854	7,211	39,131

16 Debtors

	2024 £	2023 £
Trade debtors	21,507	22,936
Prepayments	-	3,133
Other debtors	2,138	282
	23,645	26,351

17 Cash and cash equivalents

	2024 £	2023 £
Cash on hand	826	396
Cash at bank	347,321	439,750
	348,147	440,146

The Council for Voluntary Service Uttlesford

Notes to the Financial Statements for the Year Ended 31 March 2024

18 Creditors: amounts falling due within one year

	2024 £	2023 £
Trade creditors	10,035	9,018
Other taxation and social security	1	-
Deferred income	-	148,228
Funds held as custodian trustee on behalf of others (see note 19)	26,972	10,411
Accruals	4,302	-
	<u>41,310</u>	<u>167,657</u>

19 Funds held as Custodian Trustee on behalf of others

These funds are monies held on behalf of their voluntary groups, who are unable to meet the governance requirements of their funders due to size or legal status. UCAN has agreed to receive these funds on their behalf, and to be responsible for the financial administration of said funds, however our trustees are not in control of the use of the funds or their allocation. This responsibility sits with the management committee of the relevant organisation.

At the end of the financial year, UCAN held cash in hand for the following groups:

	2024 £	2023 £
Half Term Lunchbox Project	105	105
Care Network (Uttlesford)	377	377
TouchPoint Stansted	213	213
Hatfield Broad Oak Assistance & Support Group	500	500
LACE	11	11
Community chest	573	573
Stansted Helpline	1,569	-
Wholesome	-	6,377
Jaywick Shed	16,235	-
ECVS	1,023	(1,015)
Laindon Uniform Bank	1,197	875
Uttlesford DAA	1,162	516
The Community Callers	954	1,879
Together4Essex	3,053	-
Total	<u>26,972</u>	<u>10,411</u>

The Council for Voluntary Service Uttlesford

Notes to the Financial Statements for the Year Ended 31 March 2024

20 Funds

	Balance at 1 April 2023 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2024 £
Unrestricted funds					
<i>General</i>					
General funds	23,635	128,425	(71,354)	(331)	80,375
<i>Designated</i>					
Designated funds - Staff	25,000	-	-	-	25,000
Designated funds - Office	18,000	-	-	-	18,000
	<u>43,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>43,000</u>
Total unrestricted funds	<u>66,635</u>	<u>128,425</u>	<u>(71,354)</u>	<u>(331)</u>	<u>123,375</u>
Restricted funds					
Community Response Hub	104,753	83,980	(120,358)	-	68,375
Cook and Eat	20,700	-	(12,569)	-	8,131
COVID Vaccination Centre	2,066	-	-	-	2,066
Crisis Response	-	64,405	(42,099)	-	22,306
CVS	-	39,480	(38,559)	-	921
Dementia Cafe	2,193	2,045	(2,944)	-	1,294
Digital	(206)	-	-	206	-
Essex Shed Network	20,970	606	(14,219)	-	7,357
Frontline	(125)	-	-	125	-
Jubilee Hub	-	3,900	(4,152)	-	(252)
PCN Development Fund	10,000	-	-	-	10,000
Ticket Home	88,866	277,435	(281,578)	-	84,723
Timebank	(2,148)	-	2,148	-	-
Ukraine Support Hub	28,583	87,571	(116,413)	-	(259)
Volunteering	8,322	82,905	(54,486)	-	36,741
VR Wellbeing	-	10,000	(50)	-	9,950
Youth Garden and Shelter	-	3,603	(3,603)	-	-
	<u>283,974</u>	<u>655,930</u>	<u>(688,882)</u>	<u>331</u>	<u>251,353</u>
Total restricted funds	<u>283,974</u>	<u>655,930</u>	<u>(688,882)</u>	<u>331</u>	<u>251,353</u>
Total funds	<u>350,609</u>	<u>784,355</u>	<u>(760,236)</u>	<u>-</u>	<u>374,728</u>

The Council for Voluntary Service Uttlesford

Notes to the Financial Statements for the Year Ended 31 March 2024

	Balance at 1 April 2022 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2023 £
Unrestricted funds					
<i>General</i>					
General funds	53,309	134,406	(121,080)	(43,000)	23,635
<i>Designated</i>					
Designated funds - Staff	-	-	-	25,000	25,000
Designated funds - Office	-	-	-	18,000	18,000
	-	-	-	43,000	43,000
Total unrestricted funds	53,309	134,406	(121,080)	-	66,635
Restricted					
Active Essex	289	-	-	(289)	-
Community Builder	170	-	-	(170)	-
Community Response Hub	92,364	29,825	(56,813)	39,377	104,753
Cook and Eat	-	30,000	(9,300)	-	20,700
COVID Vaccination Centre	2,407	1,080	(1,421)	-	2,066
Dementia Cafe	2,212	3,800	(3,819)	-	2,193
Digital	-	-	(206)	-	(206)
Drinks with Links	1,312	-	(1,850)	538	-
Essex Shed Network	43,574	90,278	(112,882)	-	20,970
Frontline	-	9,375	(9,500)	-	(125)
Home from Hospital	-	67,833	(35,731)	(32,102)	-
PCN Development Fund	6,000	4,000	-	-	10,000
Safer at Home (GM)	7,641	(938)	(528)	(6,175)	-
Ticket Home	-	146,500	(57,634)	-	88,866
Timebank	(2,148)	-	-	-	(2,148)
Utt Response Recover	1,089	-	-	(1,089)	-
UDAA	90	-	-	(90)	-
Ukraine Support Hub	(180)	205,903	(177,140)	-	28,583
Volunteering	6,174	14,565	(12,417)	-	8,322
Total restricted funds	160,994	602,221	(479,241)	-	283,974
Total funds	214,303	736,627	(600,321)	-	350,609

The Council for Voluntary Service Uttlesford

Notes to the Financial Statements for the Year Ended 31 March 2024

The specific purposes for which the funds are to be applied are as follows:

Designated funds:

Staff - Trustees have set aside this amount in reserve for future potential staff redundancy costs.

Office - Trustees have set aside this amount as provision for future office accommodation costs.

Restricted funds:

Community Response Hub - this project provides practical and emotional support of vulnerable residents.

Cook and Eat - to provide tuition in the preparation of nutritious and economical meals.

COVID Vaccination Centre - to operate the volunteer led vaccination centre at Lord Butler Centre, Saffron Walden.

Crisis Response - UCAN has a Crisis Response team of staff and volunteers who are called upon in times of emergency, such as deployment to Stansted Airport during the evacuation of British nationals or refugees from war zones.

CVS - we are a Council for Voluntary Service representing the voluntary and community sector in Uttlesford, as well as supporting the development of new voluntary groups.

Dementia Cafe - a weekly social for people living with dementia and their carers.

Digital - increases uptake of and the number of opportunities in relation to using digital technology.

Essex Shed Network - to support the growth and development of the Men's Shed movement within Essex.

Frontline - to provide technical support to users of the Frontline Referrals digital platform.

Jubilee Hub - this is a community centre with a focus on family, children and young people and community delivering a programme of inclusive activities. Whilst the accounts show a negative fund balance as at 31 March 2024, further funding has been received since the year end.

PCN Development Fund - health promotion within the community.

Ticket Home - successor to the Pilot Home from hospital, which has been upscaled to support residents from Uttlesford, Harlow and Epping Forest, and covers multiple secondary care facilities.

Timebank - is a way of exchanging skills without exchanging money. Participants in the scheme can 'bank' the hours they volunteer using their own skills, and then draw on the skills of other people when they need help. The negative brought forward balance was due to an accounting error in the previous year, this has been corrected in this financial year.

Ukraine Support Hub - the operation of a welcome point at Stansted Airport supporting refugees from the Ukraine conflict. Whilst the accounts show a negative fund balance as at 31 March 2024, further funding has been received since the year end.

Volunteering - development and promotion of volunteering opportunities within Uttlesford.

VR Wellbeing - a 12 month pilot project for Essex County Council using virtual reality experiences to provide respite for carers

The Council for Voluntary Service Uttlesford

Notes to the Financial Statements for the Year Ended 31 March 2024

Youth Garden and Shelter - a short-term project delivered for ECVYS in memory of one of their staff members who sadly passed away. We built a youth garden and shelter when young people in Barnston can go to socialise.

21 Analysis of net assets between funds

	Unrestricted funds General £	Restricted funds £	Total funds at 31 March 2024 £
Intangible fixed assets	-	9,972	9,972
Tangible fixed assets	2,112	32,162	34,274
Current assets	125,581	246,211	371,792
Current liabilities	(4,318)	(36,992)	(41,310)
Total net assets	<u>123,375</u>	<u>251,353</u>	<u>374,728</u>

	Unrestricted funds General £	Restricted funds £	Total funds at 31 March 2023 £
Intangible fixed assets	-	12,638	12,638
Tangible fixed assets	7,443	31,688	39,131
Current assets	60,128	406,369	466,497
Current liabilities	(936)	(166,721)	(167,657)
Total net assets	<u>66,635</u>	<u>283,974</u>	<u>350,609</u>

22 Analysis of net funds

	At 1 April 2023 £	Financing cash flows £	At 31 March 2024 £
Cash at bank and in hand	<u>440,146</u>	<u>(91,999)</u>	<u>348,147</u>
Net debt	<u>440,146</u>	<u>(91,999)</u>	<u>348,147</u>

	At 1 April 2022 £	Financing cash flows £	At 31 March 2023 £
Cash at bank and in hand	<u>193,971</u>	<u>246,175</u>	<u>440,146</u>
Net debt	<u>193,971</u>	<u>246,175</u>	<u>440,146</u>

The Council for Voluntary Service Uttlesford

Notes to the Financial Statements for the Year Ended 31 March 2024

23 Related party transactions

During the year the charity made the following related party transactions:

A connected party, Sophie Davis has been employed by UCAN on a fixed term basis to provide immediate administrative support to the charity. Sophie is the wife of a trustee, Marc Davis. The appointment was made by the senior management team and Marc Davis was not involved in either the decision making or the management of Sophie. The appointment was made on merit as Sophie was the strongest candidate at the time. The amounts paid during the period was £20,960 (2023: £9,186). There were no amounts outstanding at the year end (2023: £nil).

Our constitution allows the employment of connected parties, and this appointment followed the requirements set out therein. The Charity Commission confirmed that this appointment was acceptable.

Mr R Boyce who is the Chairman of UCAN is also a director of WECAN. In the year the charity received £Nil (2023: £10,267) from WECAN for consultancy services. There were no amounts outstanding at the year end (2023: £nil).

Accounts

Charity Registration Number: 1098627

Company Number: 04709512



THE COUNCIL FOR VOLUNTARY SERVICE UTTLESFORD

WORKING AS UCAN / UTTLESFORD COMMUNITY ACTION NETWORK

**TRUSTEES ANNUAL REPORT AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

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Reference and Administrative Information

Charity Name:	The Council for Voluntary Service Uttlesford
Working Name:	UCAN / Uttlesford Community Action Network
Charity Registration Number:	1098627
Company Registration Number:	04709512
Registered Office and Operational address:	Uttlesford Community Hub, 45 Stortford Rd, Great Dunmow, Essex. CM6 1DQ

Board of Trustees

Mr Marc Davis		
Mrs Jacqueline Hime	Resigned 26/01/2023	
Mr Steven Broome		
Ms Charley Boughen		
Ms Louise Howard		
Ms Claire Husband		
Ms Alice Vye		
Ms Rowena Gardner	Appointed 25/11/2022	Treasurer
Mr Richard Boyce	Appointed 25/11/2022	Chair of Trustees

Secretary

Mrs Jacqueline Davies

Senior Management Team

Mr Clive Emmett	Chief Executive Officer
Mr Richard Corby	Chief Finance Officer
Mrs Susan Game	Operations Manager

Independent Examiner

Price Bailey LLP
Causeway House, 1 Dane St, Bishop's Stortford CM23 3BT

Bank

CAF Bank
25 Kings Hill Ave, Kings Hill, West Malling, Kent ME19 4JQ

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023

Introduction

The Trustees who are also directors for the purposes of company law are pleased to present their report together with the financial statements of the charity for the year ending 31 March 2023.

The financial statements have been prepared in accordance with the accounting policies as set out in Note 1 to the financial statements and comply with the Charities Act 2011 and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities applicable to entities preparing their accounts in accordance with the Financial Reporting Standard in the UK and Republic of Ireland (FRS102)" as amended for accounting periods commencing from 1 January 2019.

This report represents the twelve months to 31 March 2023 and describes what the Council for Voluntary Service Uttlesford achieved, explains our constitution and governance arrangements and outlines our future plans.

Chairman's Report

I am immensely excited by, but also to some extent daunted by, my new role as Chair of UCAN. The organisation owes a big thank you to my predecessor Marc Davis for his excellent leadership over the last four years. He has presided over a difficult, but highly successful period for us.

I must also thank Clive for his continued tireless work as CEO. The amount he gets through and his ability to keep plates spinning are truly remarkable. The same goes for the whole of the UCAN Senior Management Team which has continued to grow the organisation, during a time of significant staff shortages.

As you can see from the figures reported here, UCAN has had a huge impact on the district of Uttlesford this year. We have become a key component of the district's Rapid Response Unit, enabling it to respond to the crises we have seen, and continue to see.

We also deliver impactful projects such as Ticket Home, which continues to grow in terms of patients, and also now hospitals; Digital Inclusion, helping some of our more disadvantaged citizens interact with an increasingly digital world; the Essex Shed Network, addressing loneliness and isolation.

We also provide key community infrastructure through the district, linking together the third sector organisations, underpinning this with a first class volunteering operation and providing two community hubs in Dunmow and now Saffron Walden.

When you think about what the UCAN team has achieved in the face of the continued downward pressure in funding, it is nothing less than miraculous.

Looking forward, the challenge is to build on our success, delivering more of what we are currently doing, as well as widening it where appropriate, and at the same time become less reliant on local authority grants, as they continue to dry up. Not an easy ask, but the board and the UCAN team together believe it is achievable.

Richard Boyce
Chairman

Structure, Governance and Management

Governing Document

The Council for Voluntary Service Uttlesford is a charitable company limited by guarantee, registered as a charity on 30 November 1991 and incorporated on 25 March 2003 in the United Kingdom. The company is governed by its Memorandum and Articles of Association which were last amended in August 2014.

Appointment of Trustees

The Trustees who have served during the year and since the year end are listed on page 3. New Trustees are elected annually by trustees of the charity and serve for an initial period of 3 years. A further 3 year term may be served. Trustees must be nominated by two trustees. The Board may appoint up to 3 Trustees a year to ensure it has an appropriate range of skills and experience in its Board. The Chair and Director with Financial Responsibility are elected from within the board.

All Trustees give their time freely and no trustee was paid during the year. Trustees are required to disclose all relevant interests and, in accordance with the organisation's Memorandum and Articles, withdraw from decisions where a conflict of interest arises.

Internal Control and Risk Management

The Trustees examine the major risks which the charity faces in relation to external factors and relationships, its governance and management, its internal operations and its activities. The management of risk is reviewed by the senior management team and by the trustee board.

The Trustees continue to keep under review the systems of internal financial control. The systems have been designed to provide reasonable, but not absolute, assurance against mis-statement of loss. They include:

- 1) A strategic plan and annual budget approved by Trustees
- 2) Regular consideration by the Trustees of financial results, variance from budgets and performance against the non-financial annual plan
- 3) Delegation of authority and separation of duties.

The internal financial controls conform to guidelines issued by the Charity Commission.

Organisational Structure and Decision Making

The charity is governed by a board of trustees who meet at least four times a year. Trustees make decisions on organisational strategy, budget approval and risk management. Day to day responsibility for the operation of the charity and delivery of its services is delegated to the Senior Management team.

Sub-groups of trustees and senior managers meet between board meetings to look at specific areas of operation - HR and Pay Policy, Finance, Fundraising and Projects & Operations. These working parties look in detail at issues arising and then make recommendations at the trustee board meetings, where trustees will decide to approve or reject the recommendation.

All trustees contribute to, and approve, organisation wide policies and procedures.

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023

Trustee Induction and Training

All potential Trustees are invited to complete an application form to apply for membership of the UCAN board. Applicants then meet with the Chair of the charity to discuss the role of a UCAN trustee and to make sure the applicant understands the role and responsibilities. The potential new Trustee is then invited to meet the full board. Once appointed, new Trustees meet the staff to be given a thorough understanding of the work of the organisation. In addition all Trustees are supplied with written materials outlining their role and responsibilities. Finally, training on the principles of good governance and the role of a trustee is a mandatory part of the Trustee induction.

Our Aims and Objectives

Introduction

The Council for Voluntary Service Uttlesford (working as UCAN) is a local infrastructure charity. The charity's purpose as set out in the objects contained in the companies Memorandum of Association are:

To promote, develop and facilitate a thriving, effective, sustainable and influential voluntary and community sector in Uttlesford, for the ongoing benefit of the community, thus promoting social action and assisting in the development of social capital.

UCAN is a member of NAVCA, the national membership charity for infrastructure organisations and adheres to the core principles of NAVCA, which aims to strengthen and champion social action through local infrastructure.

UCAN helps people and communities come together to form voluntary organisations and successfully run existing organisations. Cuts in public spending are increasing the need for local voluntary sector infrastructure to help communities fill the gaps left by public services.

UCAN provides a range of services which aim to help people improve their local area, communities, pursue shared interests, support each other or work for change and make greater use of locally based assets.

We review our aims, objectives and activities each year. Our strategy covers a three year period.

Activities

Chief Executive Officer's Report

I am delighted to say a few words about the amazing year UCAN has had supporting local communities, the Voluntary Sector and responding to crisis. As an organisation, we have undergone significant change moving from being known as CVSU to UCAN, growing into a medium sized charity and diversifying as an organisation, whilst being asked to get involved and respond to crisis that arrived at our doorsteps at Stansted Airport. This was in the form of needing to mobilise our volunteers and staff to the Ukrainian and Sudanese Refugee crisis. I am extremely proud of what we have achieved in partnership, over 18,000 Ukrainians have been supported through our Welcome Hub and in addition 2,000 Sudanese Refugees were supported over five days. Both of these operations have highlighted UCAN's versatility and responsiveness to local need. A further development has been our acquisition of the business of Volunteer Uttlesford, with their staff transferring to UCAN supporting our drive to increase volunteering in the district.

Another development is our work supporting the challenges of hospital discharge, especially during winter, and we are now delivering our Ticket Home Discharge Service for Uttlesford residents at both Princess Alexandra and Addenbrooks hospitals.

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023

I would like to finally say that I am extremely proud of the dedication of both our staff and volunteers. The care for local people is as important to them as ever and us as a charity, and we will continue to strive to meet the needs of vulnerable people in Uttlesford.

Clive Emmett

Chief Executive Officer

Achievements and Performance

Uttlesford is a predominantly rural district covering 56 parishes with a population of over 89,000 residents. Over 20% of the population are over 65 years of age and this proportion is set to rise sharply in the next 10 years.

On the surface, Uttlesford appears to be prosperous, however there are significant pockets of rural isolation, digital exclusion and other social disadvantages. UCAN is delivering projects in the community to support those residents facing these challenges.

During 2022/2023 the charity has continued to build on both its core and frontline service, in response to the changing needs of our community and the voluntary sector. During the year we:

- Recruited and trained 4 Acute Social Prescribing Link Workers who were placed into the Transfer of Care Team at Princess Alexandra Hospital to ease winter pressures on the system
- Facilitated 172 hospital discharges of patients on or before their estimated discharge date increasing bed capacity and reducing waiting times, waiting lists and saving the NHS thousands of pounds in delayed discharge costs
- Conducted 155 post-discharge 48 hour follow up calls using trained volunteers
- Conducted 131 follow-up welfare calls using trained volunteers
- Cleaned 20 properties and decluttered 4 properties where hoarding was taking place to enable hospital patients to return home to a clean and safe environment
- Provided hot meals for 14 days for 42 people recovering at home following surgery
- Installed 56 key safes for carer access to properties
- Delivered 164 prescriptions for Uttlesford residents unable to otherwise access medication
- Supported 67 households to be more resilient through the winter, including the supply of low energy appliances for cooking and heating, and installation of insulation and heat loss measures
- Funded the supply of 1,500 litres of heating oil for people with a vulnerability/disability
- Conducted over 5,000 telephone befriending calls through the Community Callers project delivered by trained volunteers
- Supported over 10,500 adults and children fleeing the Ukraine conflict, providing them with food, water and shelter, travel advice, food vouchers, SIM cards and housing support
- Coordinated and performed over 85,000 hours of volunteering at the Ukraine Hub welcome point in Stansted Airport
- Recruited and trained 10 staff and 60 volunteers to provide the crisis response at Stansted Airport
- Provided 48 support sessions for people living with dementia and their carers

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023

- Delivered two "away day" outings for people living with dementia and their carers
- Established Dunmow Community Fridge to enable people in crisis to access fresh food supplementary to Foodbank provisions
- Supported 8 people fleeing domestic violence to set up new homes in safe locations
- Worked in partnership with UDC Housing to fit out temporary accommodation properties with essential items, floor coverings, and appliances
- Worked in partnership with Saffron Walden Town Council and Enterprise East CIC to acquire the lease of the redundant Garden Rooms in Saffron Walden from UDC, with the aim of returning them to community use in 2023. UCAN will be the primary provider of activities with SWTC being the leaseholder and maintaining the building.
- Chaired the Essex CVS umbrella group of the 12 CVS organisations within Essex and participated regularly in twelve public health strategy forums
- Expanded our community payroll and book keeping service to support more voluntary groups in the district.
- Facilitated 3 voluntary groups in achieving registered charity status
- Provided information and resources for 21 voluntary groups within the district

Future Financial Plans

The pandemic could not have been foreseen, and it required a rapid response to alter our existing strategy and move to a scenario where we immediately worked to meet community need. We did this successfully and were able to secure the funding urgently needed to service this community response. However, we are conscious that as we move out of pandemic, the funding landscape for the voluntary sector will have changed. We will assess the impact of these project changes as we develop our new strategic plans for the next five years of sustainable growth for UCAN.

The two main core funding grants we receive from Essex County Council and Uttlesford District Council continue to be in place.

We have now established the socially driven trading company WECAN (West Essex Community Action Network) across the West Essex districts in partnership with Voluntary Action Epping Forest and Rainbow Services (Harlow). WECAN currently holds the digital inclusion contract for West Essex and derives income from leading the initiative and hosting staff members. This contract has been renewed for 2024.

UCAN also receives payments from WECAN for administration of HR and payroll for the organisation, plus running awareness campaigns on social media channels.

We are confident about our future funding strategies and proposals and their ability to support our medium to long term aims to increase our overall income streams and accomplish financial stability that will underpin our medium to longer term growth as an organisation.

Public Benefit

Our aims and charitable activities are provided to benefit the people of Uttlesford. At present all our services are free of charge to our clients. The trustees take due regard of the Charity Commission's general guidance of public benefit.

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023

On occasion we may deliver services to people outside Uttlesford district. This is particularly the case with delivery of the Frontline project. Additionally, working with Essex Association of Local Councils and Essex County Council we have been managing funds awarded to community startups where groups were unable to meet the compliance requirements of the funder. This work takes our support into North, East and West Essex.

Equal access to our services is an important issue to us and in accordance with our Diversity and Equality Policy we do not discriminate on the basis of race, nationality, colour, creed, gender, disability, marital status, sexuality, religion, language, culture, age or class.

Policies

Reserves Policy

UCAN is committed to responsible and efficient management of all funds which are the responsibility of the organisation.

The Management Committee of UCAN has considered the need for the organisation to maintain reserves in order to meet future financial obligations and has taken into account the following factors:

- * UCAN has a potential liability for future redundancy payments
- * UCAN may enter into contracts with suppliers which contain potential penalty clauses for early termination.
- * UCAN is heavily dependent on two core funders - Uttlesford District Council and Essex County Council and would face financial difficulties if either withdrew or reduced their level of funding.

In order to provide for any of these obligations arising, the Committee considers it necessary to establish as a maximum financial reserve sufficient to cover 3-6 months of the previous year's salary costs, plus 3-6 months premises costs and as a minimum 3 months' salary and premises costs. This is currently set at £70,000.

Financial Review

Unrestricted income for the 2022/23 financial year was £134,406, (2022: £176,363) derived mainly from infrastructure work, public health work and service delivery. We have delivered Community Response Hub recovery work in the community as our primary outputs for the year, plus additional services through the Ticket Home service and Essex Shed Network. Overhead recovery is applied where appropriate.

We continue to closely manage our costs. At the end of year Unrestricted General Funds stood at £23,635 after transfers between funds. Designated funds of £18,000 (Premises) and £25,000 (Redundancies) were created within the year and form part of our reserves. Total unrestricted funds were £66,635 (2022: £53,309).

Investment Policy

Under its Memorandum and Articles of Association, the charity has the power to make any investments the Trustees see fit. UCAN moves funds between a CAF current account and a COIF Charities Deposit Fund, to maximise interest earned.

Risk Management

The board regularly reviews the major risks to which the charity is exposed. Where appropriate, systems or procedures have been established to mitigate these risks. Significant external risks to funding have led to the development of a strategic plan which will allow for the diversification of funding and activities.

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023

Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors. These procedures are periodically reviewed to ensure they continue to meet the needs of the charity.

Senior Staff Pay Policy

Annual performance appraisals are undertaken for all our senior staff, (and senior officers have performed well against a balanced set of objectives.) We also monitor salary trends in other voluntary sector organisations locally, to ensure that the salaries we offer remain in line with the broader sector.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with the General Directions given by the Charities Commission under Section 145(5)(b) of the Charities Act 2011.

Approved by the Board and signed on its behalf by



Richard Boyle (Chairman)

19 Mar 2024

INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MARCH 2023

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31st March 2023 which are set out on pages 12 to 28.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Name *Suzanne Goldsmith FCA*

*For and on behalf of Price Bailey LLP
Causeway House, 1 Dane Street
Bishop's Stortford
Hertfordshire
CM23 3BT*

Date: 26 March 2024

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2023

	Note	Unrestricted to 31/03/2023 £	Restricted to 31/03/2023 £	Total to 31/03/2023 £	Total 31/03/2022 £
Income and endowments from:					
Donations and legacies	2	14,648	1,155	15,803	20,234
Investment income	3	500	-	500	4
Charitable activities	4	108,927	600,628	709,555	421,754
Other Income		10,331	438	10,769	41,679
Total Income		134,406	602,221	736,627	483,671
Expenditure on:					
Charitable activities	5	121,080	479,241	600,321	371,768
Total resources expended		121,080	479,241	600,321	371,768
Net Income / (expenditure)		13,326	122,980	136,306	111,903
Transfer between funds		-	-	-	-
Net movement in funds		13,326	122,980	136,306	111,903
Funds at 01/04/2022		53,309	160,994	214,303	102,400
Funds at 31/03/2023		66,635	283,974	350,609	214,303

BALANCE SHEET
AS AT 31 MARCH 2023

		2023	2022
		Total	Total
		£	£
Fixed Assets			
Tangible Assets	7	39,131	33,670
Intangible Assets	8	12,638	-
Current Assets			
Debtors	9	26,351	84,731
Cash at bank and in hand		440,146	193,971
		<u>466,497</u>	<u>278,702</u>
Current Liabilities			
Creditors, amounts falling due within one year	10	167,657	98,069
Net assets		298,840	180,633
Total assets less current liabilities		<u>350,609</u>	<u>214,303</u>
Funds	11		
Unrestricted Funds - General		23,635	53,309
Designated Funds - Staff Costs		25,000	-
Designated Funds - Premises		18,000	-
Restricted Funds		283,974	160,994
		<u>350,609</u>	<u>214,303</u>

The notes at pages 15 to 28 form part of these accounts.

For the year ended 31 March 2023 the company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to small companies regime.

The directors declare that they have approved the accounts above.

Signed



Richard Boyce (Mar 19, 2024, 5:27pm)

Richard Boyce (Chair)

Date

19 Mar 2024

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2023

	Total 2023 £	Total 2022 £
Cash flows from operative activities:		
Net cash provided by operating activities	<u>276,716</u>	<u>113,624</u>
Cash flows from investing activities:		
Dividends, interest and rents from investments	500	4
Purchase of property, plant and equipment	(17,709)	(23,336)
Purchase of intangibles	(13,332)	
Proceeds from the sale of property, plant and equipment	-	-
Net cash used in investing activities	<u>(30,541)</u>	<u>(23,332)</u>
 Change in cash and cash equivalents in the reporting period	 246,175	 90,292
Cash and cash equivalents brought forward	193,971	103,679
Cash and cash equivalents carried forward	<u><u>440,146</u></u>	<u><u>193,971</u></u>

**Reconciliation of net income to net cash inflow
from operating activities**

	2023 £	2022 £
Net income for the reporting period	136,306	111,903
Depreciation and amortisation	12,942	5,575
Interest received	(500)	(4)
Decrease/(Increase) in debtors	58,380	(70,678)
Increase in creditors	69,588	66,828
Net cash provided by operating activities	276,716	113,624

ANALYSIS OF NET DEBT FOR THE YEAR ENDED 31 MARCH 2023

	At 1 April 2022 £	Cash flows £	At 31 March 2023 £
Cash at bank and in hand	<u>193,971</u>	<u>246,175</u>	<u><u>440,146</u></u>

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting Policies

General Information

The Charity is a company limited by guarantee and was incorporated in the United Kingdom. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member. The number of members in 2023 were 8 (2022: 8). The registered office is Uttlesford Community Hub, 45 Stortford Road, Great Dunmow, Essex. CM6 1DQ.

Basis of preparation of the accounts

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 2019 (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements are presented in Sterling which is the functional currency of the charity and are rounded to the nearest £.

Going concern

The Trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern.

The Trustees believe that the forecasted results and good level of cash flow of the charity together with the measures taken to date will enable the charity to continue as a going concern and, as a result, do not include any adjustments that would result if the charity was not able to continue as a going concern.

Fund accounting

Unrestricted funds are available for use at the discretion of the Trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the Trustees for particular future projects or commitments.

Restricted funds are subject to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

Income

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- income from membership subscriptions received in the nature of a gift are recognised in Donations and Legacies. Membership subscriptions which give a member rights to buy services or other benefits are recognised as income earned from the provision of goods and services as income from charitable activities.
- receipts received during the year which are not to be expected until after the balance sheet date are not recognised as income for the year and are included in funded charitable income deferred.

Expenditure

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on charitable activities includes all costs incurred by the charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to governance of the charity apportioned to charitable activities.
- where income on charitable funds has been recognised and the related expenditure is known and committed, the expenditure is recognised as a funded charitable activity accrual and is included in expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

Liabilities

Liabilities are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Debtors

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

Cash at Bank and In Hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Pensions

The Charity provides a defined contribution pension scheme, whereby the charity and its staff each fund the scheme, managed by a third party provider, the assets of which are held by the provider separately from the assets of the charity. The pension charge in the financial statements represents the amounts payable by the charity to the fund in respect of the period.

Taxation

The company is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the company is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Financial Instruments

The charity only 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. Fixed assets are recorded at depreciated historical cost.

Tangible Fixed Assets

Major expenditure on tangible fixed assets is capitalised. The cost of other items is written off as incurred.

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

Furniture and equipment:	20.00% straight line
Motor vehicles:	20.00% straight line
Computer hardware:	20.00% straight line

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

Intangible Fixed Assets and Amortization

Intangible assets are capitalised and recognised when future economic benefits are probably and the cost or value of the asset can be measured reliably. Intangible assets are initially recognised at cost and are subsequently measured at cost net of amortization and any provision for impairment. Current amortization rates are as follows:

Computer software: 20.00% straight line

2 Donations and Legacies

	Unrestricted £	Restricted £	2023 £	2022 £
Donations	14,648	1,155	15,803	20,234
	<u>14,648</u>	<u>1,155</u>	<u>15,803</u>	<u>20,234</u>

In 2022 donations were £20,234 of which £11,118 were unrestricted and £9,116 were restricted

3 Income from Investments

	Unrestricted £	Restricted £	2023 £	2022 £
Deposit account interest	500	-	500	4
	<u>500</u>	<u>-</u>	<u>500</u>	<u>4</u>

In 2022 all investment income was unrestricted

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**4 Income from Charitable Activities**

	Unrestricted	Restricted	2023	2022
	£	£	£	£
Essex County Council	39,480	212,439	251,919	110,234
Uttlesford District Council	54,814	18,608	73,422	145,483
NAVCA	-	-	-	5,500
Essex Assoc Local Councils	-	3,990	3,990	500
Essex Community Foundation	-	13,775	13,775	-
Great Dunmow Town Council	-	-	-	100
Groundworks	1,500	-	1,500	-
Frontline Fee	-	9,375	9,375	9,500
Maldon CVS	-	15,000	15,000	-
NHS West Essex CCG	5,000	79,333	84,333	41,600
NHS Herts & West Essex ICB	-	169,000	169,000	-
North Uttlesford PCN	6,248	-	6,248	-
The National Lottery	-	75,278	75,278	91,019
VCSFE	2,000	-	2,000	-
Volunteer Uttlesford	-	3,434	3,434	-
Sundry Income	(115)	396	281	17,818
	<u>108,927</u>	<u>600,628</u>	<u>709,555</u>	<u>421,754</u>

In October 2022 UCAN started the process of acquiring the business of Volunteer Uttlesford. Staff were TUPE'd across to UCAN that month, and the initial salary costs of £3,434 were transferred to UCAN by Volunteer Uttlesford. The majority of Volunteer Uttlesford funds were granted to UCAN during the course of 2023 and Volunteer Uttlesford stopped operating.

In 2022 income from Charitable Activities was £421,754 of which £126,876 was unrestricted and £294,878 was restricted.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

5 Expenditure on Charitable Activities

	Unrestricted £	Restricted £	2023 £	2022 £ (restated)
Direct Costs				
Wages and Salaries	68,578	224,797	293,375	181,635
Emergency Food Parcels	-	536	536	10,480
Essential Living Costs	122	13,330	13,452	4,272
Adapted Equipment	-	532	532	-
Fuel Costs	-	1,003	1,003	-
Fuel Vouchers	-	4,025	4,025	7,066
Grants to Partners	-	81,498	81,498	45,807
Keysafes	-	840	840	-
Small Tools and Equipment	44	2,229	2,273	3,416
Safety Supplies	-	124	124	134
Shopping and Prescriptions	-	181	181	1,401
Purchases	622	3,319	3,941	26
Labour (external)	-	3,980	3,980	1,522
Depreciation	840	11,408	12,248	5,575
Amortisation	-	694	694	-
Volunteer Costs	530	15,190	15,720	614
Workshops and Activities	446	6,093	6,539	9,803
Events	2,679	471	3,150	835
Recruitment	66	1,461	1,527	621
Staff Training	2,416	7,001	9,417	4,446
Staff Travel	1,405	10,644	12,049	4,047
Repairs and Maintenance	620	2,331	2,951	2,829
Professional Fees	-	8,125	8,125	6,928
Telephone Costs	7,689	1,305	8,994	7,675
Rental of Storage	-	5,170	5,170	5,170
Vehicle Maintenance	-	1,150	1,150	-
Printing and Stationery	2,793	746	3,539	1,040
Other Expenditure	146	1,735	1,881	1,883
WE CAN	-	-	-	14,601
Total Direct Costs	88,996	409,918	498,914	321,826
Support Costs				
Advertising and Marketing	4,244	2,584	6,828	2,625
AGM	561	-	561	394
Accountancy	2,896	-	2,896	2,310
Bank Fees	55	-	55	172
Evaluation	888	-	888	(1,969)
General Expenses	378	638	1,016	239
Insurance	3,958	5,709	9,667	5,089
IT, Software, Consumables	6,764	3,743	10,507	6,744
Meeting Costs	335	128	463	-

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

Office Accommodation	11,513	-	11,513	14,916
Subscriptions	348	95	443	500
Trustee Expenses	144	-	144	-
Finance and Comms Staff	-	18,809	18,809	6,308
Leadership Staff Cost	-	37,617	37,617	12,614
Total Support Costs	<u>32,084</u>	<u>69,323</u>	<u>101,407</u>	<u>49,942</u>
Total Charitable Costs	<u>121,080</u>	<u>479,241</u>	<u>600,321</u>	<u>371,768</u>

In 2022 expenditure on charitable activities was £371,768 of which £164,077 was unrestricted and £207,691 was restricted.

Grants to Partners

	Institutions	Individuals	Support Costs	Total
	£	£	£	£
Essex Shed Network	60,498	-	-	60,498
Rainbow Services Harlow	3,500	-	-	3,500
VAEF	4,000	-	-	4,000
Epping Forest District	4,700	-	-	4,700
Mind in West Essex	2,400	-	-	2,400
Uttlesford Citizens Advice	6,400	-	-	6,400
Total	<u>81,498</u>	<u>-</u>	<u>-</u>	<u>81,498</u>

A total of 11 grants were paid to 6 institutions, five of whom are registered charities and one of which is a local authority (Epping Forest District Council).

The largest grant was £60,498 paid to Maldon and District CVS, our project delivery partner in the Essex Shed Network. The National Lottery funded a joint bid, with this grant representing Maldon's delivery costs which were paid to them in accordance with the service level agreement completed.

The charity does not consider applications for grant funding. Where funding received includes an opportunity to work with other voluntary sector organisations to achieve the outcome for which the income is received, we approach potential partners and discuss with them the ways in which we can work collaboratively to achieve the outcomes desired. Payments are made to those parties as grants to partners, and are made in accordance with Charity Commission guidance.

We only fund work that is charitable in purpose and fall within the objects of our charity.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

6 Net income/(expenditure)

Net income/(expenditure) for the year includes:

	2023	2022
	£	£
Fees paid to Independent Examiners	2,538	2,310

Staff costs and emoluments

Total staff costs were as follows:

	2023	2022
	£	£
Wages & salaries	319,722	182,139
Social security costs	23,000	13,036
Pension	6,657	5,383
	349,379	200,558

Particulars of employees:

The average number of employees during the period, calculated on the basis of full time equivalents was as follows:

	2023	2022
Project co-ordination staff	7	4
Management staff	3	3
	10	7

No employees received employee benefits (excluding employer pension costs) for the reporting period of more than £60,000. (2022: nil)

The key management personnel of the charity comprise the senior management team as listed on page 3. The total amount of employee benefits (including employer pension contributions and employer national insurance contributions) received by key management personnel for their services to the charity was £125,004 (2022: £120,728).

Defined Contribution Pension Scheme

UCAN participates in the National Employment Savings Trust (NEST), which is a defined contribution workplace pension scheme, in order to fulfil the requirements under automatic enrolment regulations. Employer contributions for the current period were £6,657 (2022 - £5,383). Amounts outstanding at the year end were £nil (2022: £nil).

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**7 Tangible Fixed Assets**

	Computer Hardware £	Fixtures and Fittings £	Motor Vehicles £	Total £
Cost				
At 1 April 2022	9,576	14,442	29,540	53,558
Additions	2,159	1,560	13,990	17,709
At 31 March 2023	<u>11,735</u>	<u>16,002</u>	<u>43,530</u>	<u>71,267</u>
Depreciation				
At 1 April 2022	2,362	7,914	9,612	19,888
Charge for the year	2,162	3,022	7,064	12,248
At 31 March 2023	<u>4,524</u>	<u>10,936</u>	<u>16,676</u>	<u>32,136</u>
Net Book Value				
At 31 March 2023	<u>7,211</u>	<u>5,066</u>	<u>26,854</u>	<u>39,131</u>
At 1 April 2022	<u>7,214</u>	<u>6,528</u>	<u>19,928</u>	<u>33,670</u>

8 Intangible Fixed Assets

	Computer Software £	Total £
Cost		
At 1 April 2022	-	-
Additions	13,332	13,332
At 31 March 2023	<u>13,332</u>	<u>13,332</u>
Amortisation		
At 1 April 2022	-	-
Charge for the year	694	694
At 31 March 2023	<u>694</u>	<u>694</u>
Net Book Value		
At 31 March 2023	<u>12,638</u>	<u>12,638</u>
At 1 April 2022	<u>-</u>	<u>-</u>

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

	2023	2022
	£	£
9 Debtors		
Debtors	22,936	81,269
Social Security & Pension	282	-
Other debtors and prepayments	3,133	3,462
	<u>26,351</u>	<u>84,731</u>
10 Creditors; amounts falling due within one year		
	2023	2022
	£	£
Creditors	9,018	21,998
Deferred Income	148,228	71,275
Social Security & Pension	-	3,196
Funds held as custodian trustee on behalf of others	10,411	1,575
Accruals / Other Creditors	-	25
	<u>167,657</u>	<u>98,069</u>

Deferred income represents grant income received in the year ended 31st March 2023 which relates to the year ended 31st March 2024.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

Funds held as Custodian Trustee on behalf of others

These funds are monies held on behalf of other voluntary groups, who are unable to meet the governance requirements of their funders due to size or legal status. UCAN has agreed to receive these funds on their behalf, and to be responsible for the financial administration of said funds, however our trustees are not in control of the use of the funds or their allocation. This responsibility sits with the management committee of the relevant organisation.

At the end of the financial year, UCAN held cash in hand for the following groups:

	2023	2022
	£	£
Laindon Uniform Bank	875	478
The Community Callers	1,879	-
Half Term Lunchbox Project	105	105
Care Network (Uttlesford)	377	377
TouchPoint Stansted	213	213
Uttlesford Dementia Action Alliance	516	517
Wholesome	6,377	-
Hatfield Broad Oak Assistance & Support Group	500	500
EACVS	(1,015)	(1,015)
LACE	11	11
Community Chest	573	389
	<u>10,411</u>	<u>1,575</u>

These groups exist to provide benefit to the communities within which they operate, which is aligned to the objects of UCAN.

All funds listed are unrestricted and for the general purposes of furthering the aims of the organisation.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

11 Funds	01/04/2022	Income	Expenses	Transfer	31/03/2023
Unrestricted Funds					
General fund	53,309	134,406	(121,080)	(43,000)	23,635
Designated Funds - Staff	-	-	-	25,000	25,000
Designated Funds - Office	-	-	-	18,000	18,000
Total Unrestricted	53,309	134,406	(121,080)	-	66,635
Restricted Funds					
Active Essex	289	-	-	(289)	-
Community Builder	170	-	-	(170)	-
Community Response Hub	92,364	29,825	(56,813)	39,377	104,753
Cook and Eat	-	30,000	(9,300)	-	20,700
COVID Vaccination Centre	2,407	1,080	(1,421)	-	2,066
Dementia Café	2,212	3,800	(3,819)	-	2,193
Digital	-	-	(206)	-	(206)
Drinks with Links	1,312	-	(1,850)	538	-
Essex Shed Network	43,574	90,278	(112,882)	-	20,970
Frontline	-	9,375	(9,500)	-	(125)
Home from Hospital	-	67,833	(35,731)	(32,102)	-
PCN Development Fund	6,000	4,000	-	-	10,000
Safer at Home (GM)	7,641	(938)	(528)	(6,175)	-
Ticket Home	-	146,500	(57,634)	-	88,866
Timebank	(2,148)	-	-	-	(2148)
Utt Response Recover	1,089	-	-	(1,089)	-
UDAA	90	-	-	(90)	-
Ukraine Support Hub	(180)	205,903	(177,140)	-	28,583
Volunteering	6,174	14,565	(12,417)	-	8,322
Total Restricted	160,994	602,221	(479,241)	-	283,974
Total	214,303	736,627	(600,321)	-	350,609

Purpose of Funds

Designated Funds - Staff - Trustees have set aside this amount in reserve for future potential staff redundancy costs

Designated Funds - Office - Trustees have set aside this amount as provision for future office accommodation costs

Community Builder - this was a piece of work supporting the development of resources in new/expanded communities

Community Response Hub - this project provides practical and emotional support of vulnerable residents

Cook and Eat - to provide tuition in the preparation of nutritious and economical meals

COVID Vaccination Centre - to operate the volunteer led vaccination centre at Lord Butler Centre, Saffron Walden

Digital - increases uptake of and the number of opportunities in relation to using digital technology

Dementia Café - a weekly social group for people living with dementia and their carers

Drinks with Links - our mobile community coffee hub. Now forms part of Community Response Hub.

Essex Shed Network - to support the growth and development of the Men's Shed movement within Essex

Frontline - to provide technical support to users of the Frontline Referrals digital platform

Home from Hospital - supports the timely and safe discharge of patients discharged from hospital to homes in Uttlesford

PCN Development Fund - health promotion within the community

Safer at Home - home maintenance tasks. This is now part of Community Response Hub.

Ticket Home - successor to the pilot Home from Hospital, which has been upscaled to support residents from Uttlesford, Harlow and Epping Forest, and covers multiple secondary care facilities.

Ukraine Support Hub - the operation of a welcome point at Stansted Airport supporting refugees from the Ukraine conflict

Uttlesford Response Recover - work supporting the return to normal post COVID lockdown

Volunteering - development and promotion of volunteering opportunities within Uttlesford

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**Transfer of restricted funds**

During the course of the year, the charity delivered a pilot project for the West Essex CCG, using a combined approach of in-hospital presence and community outreach work to support the safe and on-time discharge of patients from hospital. The grant funding received to enable this work was recorded as Charitable Activity Income under "West Essex Help" - the pilot scheme - and then the allocation of the funding for the community work element, undertaken by the UCAN Community Response Hub, was recognised by a transfer between the two restricted funds.

The Community Response Hub has succeeded the Safer At Home project and Uttlesford Response, Recover, Sustain, and continues to deliver the outcomes of its predecessors on a much larger scale. The residual balance of the Safer at Home fund and URRS fund was transferred to the Community Response Hub to contribute to this work.

Analysis of movement in funds - previous year

	01/04/2021	Income	Expenses	Transfer	31/03/2022
Unrestricted Funds					
General fund	41,023	176,363	(164,077)	-	53,309
Total Unrestricted	41,023	176,363	(164,077)	-	53,309
Restricted Funds					
Active Essex	289	-	-	-	289
Community Builder	170	-	-	-	170
Community Response Hub	3,150	175,813	(86,599)	-	92,364
COVID Vaccination Centre	-	9,760	(7,353)	-	2,407
Dementia Café	4,225	2,055	(4,068)	-	2,212
Drinks with Links	4,313	2,161	(5,162)	-	1,312
Essex Shed Network	28,040	92,729	(77,195)	-	43,574
Frontline	-	9,500	(9,500)	-	-
PCN Development Fund	-	6,000	-	-	6,000
Safer at Home (GM)	10,347	3,116	(5,822)	-	7,641
Timebank	(2,148)	-	-	-	(2,148)
Utt Food Group	1,989	-	(1,989)	-	-
Utt Response Recover	10,912	-	(9,823)	-	1,089
Ukraine Support Hub	-	-	(180)	-	(180)
UDAA	90	-	-	-	90
Volunteering	-	6,174	-	-	6,174
WECAN	-	-	-	-	-
Total Restricted	61,377	307,308	(207,691)	-	160,994
Total	102,400	483,671	(371,768)	-	214,303
11 Analysis of net assets between funds					
	Unrestricted	Restricted	2023	2022	
Tangible Fixed Assets	7,443	31,688	39,131	33,670	
Intangible Fixed Assets	-	12,638	12,638	-	
Current assets (excluding cash)	-	26,351	26,351	84,731	
Current assets - cash at bank	60,128	380,018	440,146	193,971	
Current liabilities	(936)	(166,721)	(167,657)	(98,069)	
	66,635	283,974	350,609	214,303	
Analysis of net assets between funds - prior year					
	Unrestricted	Restricted	2022	2021	
Tangible Fixed Assets	9,319	24,351	33,670	15,910	
Current assets (excluding cash)	8,219	76,512	84,731	14,053	
Current assets - cash at bank	41,270	152,701	193,971	103,679	
Current liabilities	(5,499)	(92,570)	(98,069)	(31,242)	
	53,309	160,994	214,303	102,400	

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

12 Company limited by guarantee

Every member of the company undertakes to contribute to the assets of the company in the event of the same being wound up during the time he/she is a member, or within one year afterwards, for the payments of debt and liabilities of the company contracted before the time at which he/she ceases to be a member and of the costs, charges and expenses of winding up the same and for the adjustments of rights of the contributors among themselves, such amount as may be required not exceeding one pound.

13 Trustee remuneration, benefits and expenses

None of the Trustees have been paid any remuneration or received any other benefits from an employment with UCAN or a related entity. One trustee was reimbursed travel expenses £114 (2022 - nil).

14 Related Party transactions

A connected party, Sophie Davis has been employed by UCAN on a fixed term basis to provide immediate administrative support to the charity. Sophie is the wife of our trustee Chairman Marc Davis. The appointment was made by the senior management team and Marc Davis was not involved in either the decision making or the management of Sophie. The appointment was made on merit as Sophie was the strongest candidate at the time. The amounts paid during the period was £9,186 (2022: £nil). There were no amounts outstanding at the year end (2022: £nil).

Our constitution allows the employment of connected parties, and this appointment followed the requirements set out therein. The Charity Commission confirmed that this appointment was acceptable.

Mr R Boyce who is a trustee of UCAN is also a director of WECAN. In the year the charity received £10,267 (2022: £Nil) from WECAN for consultancy services. There were no amounts outstanding at the year end (2022: £nil).

There are no other related party transactions (2022: none).

Accounts

Charity Registration Number: 1098627
Company Number: 04709512



THE COUNCIL FOR VOLUNTARY SERVICE UTTLESFORD

**TRUSTEES ANNUAL REPORT AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

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Reference and Administrative Information

Charity Name:	The Council for Voluntary Services Uttlesford
Charity Registration Number:	1098627
Company Registration Number:	04709512
Registered Office and Operational address:	Uttlesford Community Hub, 45 Stortford Rd, Great Dunmow, Essex. CM6 1DQ

Board of Trustees

Mr Marc Davis	Acting Chair
Mrs Jacqueline Hime	Director with Financial Responsibility
Mr Steven Broome	
Ms Charley Boughen	Appointed 30 July 2021
Ms Louise Howard	Appointed 30 July 2021
Ms Claire Husband	Appointed 19 November 2021
Ms Alice Vye	Appointed 19 November 2021
Mr Christopher Barrett	Resigned 19 November 2021
Mrs Kathryn Archer	Resigned 25 April 2021

Secretary

Mrs Jacqueline Davies

Senior Management Team

Mr Clive Emmett	Chief Officer
Mrs Jacqueline Davies	Business Manager
Mr Richard Corby	Operations Manager

Independent Examiner

Price Bailey LLP
Causeway House, 1 Dane St, Bishop's Stortford CM23 3BT

Bank

CAF Bank
25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ

Introduction

The Trustees who are also directors for the purposes of company law are pleased to present their report together with the financial statements of the charity for the year ending 31 March 2022.

The financial statements have been prepared in accordance with the accounting policies as set out in Note 1 to the financial statements and comply with the Charities Act 2011, Companies Act 2006 and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities applicable to entities preparing their accounts in accordance with the Financial Reporting Standard in the UK and Republic of Ireland (FRS102)" as amended for accounting periods commencing from 1 January 2019.

This report represents the twelve months to 31 March 2022 and describes what the Council for Voluntary Service Uttlesford achieved, explains our constitution and governance arrangements and outlines our future plans.

Chairman's Report

CVSU is a local charity focussed on local issues, particularly seeking to address unmet needs and prioritising action to improve health and wellbeing and addressing inequalities. Throughout this period CVSU has continued to actively support local people and we continue to work with partner organisations to meet local needs. Emerging from the pandemic has inevitably required the organisation to make changes and I have been delighted and impressed at the work ethic of our staff and volunteers. Throughout this report you will see evidence of our contribution and the impact our work is having on our communities.

As always, we are particularly grateful for the support we receive from our sponsors. We actively seek to work with others and recognise and value the skills, capabilities and contributions of a wide range of partners with whom we collaborate to add value to our projects.

In 2021 we have worked hard reviewing our governance, objectives and strategy for the next three years. We have created working subgroups of trustees and officers who meet between quarterly board meetings to look in depth at challenges and opportunities the charity has, with focus on Financial Planning, Operations and Human Resources. Each of these committees meets four times a year and reports to the quarterly Board. We have also benefitted from strengthening of our board as the result of attracting new members with particular areas of knowledge and expertise around the issues that our relevant to our mission. The trustees are working collaboratively with our officers to ensure we have the resources and development funding we need to deliver on our strategic priorities, and achieve our aim of improving the quality of life of people in Uttlesford.

As part of our stakeholder consultation while developing our new strategy, it has become very clear to us all that the charity name is no-longer serving us as it should. To overcome this, we have taken the decision to adopt a new name in 2022 - Uttlesford Community Action Network (abbreviated to UCAN). Our new name and branding will start to be deployed in the summer and we will have a new website, communication strategy and undertake more outreach to improve awareness of the support we offer and the impact we have on life in Uttlesford.

My sincere thanks to everyone who has supported our strong progress this year.

Marc Davis
Acting Chairman

Structure, Governance and Management

Governing Document

The Council for Voluntary Service Uttlesford is a charitable company limited by guarantee, registered as a charity on 30 November 1991 and incorporated on 25 March 2003 in the United Kingdom. The company is governed by its Memorandum and Articles of Association which were last amended in August 2014.

Appointment of Trustees

The Trustees who have served during the year and since the year end are listed on page 3. New Trustees are elected annually by trustees of the charity and serve for an initial period of 3 years. A further 3 year term may be served. Trustees must be nominated by two trustees. The Board may appoint up to 3 Trustees a year to ensure it has an appropriate range of skills and experience in its Board. The Chair and Director with Financial Responsibility are elected from within the board.

All Trustees give their time freely and no trustee was paid during the year. Trustees are required to disclose all relevant interests and, in accordance with the organisation's Memorandum and Articles, withdraw from decisions where a conflict of interest arises.

Internal Control and Risk Management

The Trustees examine the major risks which the charity faces in relation to external factors and relationships, its governance and management, its internal operations and its activities. The management of risk is reviewed by the senior management team and by the trustee board.

The Trustees continue to keep under review the systems of internal financial control. The systems have been designed to provide reasonable, but not absolute, assurance against mis-statement of loss. They include:

- 1) A strategic plan and annual budget approved by Trustees
- 2) Regular consideration by the Trustees of financial results, variance from budgets and performance against the non-financial annual plan
- 3) Delegation of authority and separation of duties.

The internal financial controls conform to guidelines issued by the Charity Commission.

Trustee Induction and Training

All potential Trustees are invited to complete an application form to apply for membership of the CVSU board. Applicants then meet with the Chair of the charity to discuss the role of a CVSU trustee and to make sure the applicant understands the role and responsibilities. The potential new trustee is then invited to meet the full board. Once appointed, new Trustees meet the staff to be given a thorough understanding of the work of the organisation. In addition all Trustees are supplied with written materials outlining their role and responsibilities. Finally, training on the principles of good governance and the role of a trustee is a mandatory part of the Trustee induction.

Our Aims and Objectives

Introduction

The Council for Voluntary Service Uttlesford (CVSU) is a local infrastructure charity. The charity's purpose as set out in the objects contained in the company's Memorandum of Association are:

To promote, develop and facilitate a thriving, effective, sustainable and influential voluntary and community sector in Uttlesford, for the ongoing benefit of the community, thus promoting social action and assisting in the development of social capital.

CVSU is a member of NAVCA, the national membership charity for infrastructure organisations and adheres to the core principles of NAVCA, which aims to strengthen and champion social action through local infrastructure.

CVSU helps people and communities come together to form voluntary organisations and successfully run existing organisations. Cuts in public spending are increasing the need for local voluntary sector infrastructure to help communities fill the gaps left by public services.

CVSU provides a range of services which aim to help people improve their local area, communities, pursue shared interests, support each other or cwork for change and make greater use of locally based assets.

We review our aims, objectives and activities each year. Our strategy covers a three year period.

Activities

Chief Executive's Report

The last year for our organisation has continued to be extremely busy, challenging and rewarding. The need for UCAN's presence in our district and beyond, the services we provide and the needs we respond to have continued to grow exponentially. Our ability to react at speed and establish projects in a rapidly changing environment is testament to our skills, determination and resourcefulness as a local place-based organisation.

Recognising the needs of our community is something that we pride ourselves on. We make a difference to people's everyday lives through the skilled, caring and amazing staff and volunteers we work with, who represent our organisation in a professional and impactful way.

I have been humbled by the response of local people willing to volunteer in order to help others. Their amazing reaction enables us to extend our reach supporting projects such as the Vaccination Centre. As our community emerges from the pandemic and its impact, the tougher times that are ahead, requires us to be resourceful and creative with the limited funds we have. I strongly believe that in times of austerity, our organisation and the people in it, display an ability to dig deep and be more innovative in the way in which they respond.

I believe that CVSU is a serious trusted partner, providing unique support to both health and social care at a time when an urgent response is critical to meet the needs of our community. I am very excited about the future of and the impact that CVSU will have within Uttlesford as we move forward.

Clive Emmett

Chief Executive Officer

Serving Our Community

Uttlesford is a predominantly rural district covering 56 parishes with a population of over 89,000 residents. Over 20% of the population are over 65 years of age and this proportion is set to rise sharply in the next 10 years.

On the surface, Uttlesford appears to be prosperous, however there are significant pockets of rural isolation, digital exclusion and other social disadvantages. CVSU is delivering projects in the community to support those residents facing these challenges.

The **Uttlesford Community Response Hub**, in addition to providing access to food, shopping and prescription collection, also provides access to the following services:

Drinks with Community Links - our mobile community hub that visits villages and communities

Safer at Home - our handy person service carrying out home and garden maintenance

Walking Buddies - volunteer supported weekly walks

Community Callers - a volunteer led telephone befriending service

In partnership with Uttlesford District Council, we employ two Community Responders and together with a bank of volunteers support local residents who are rurally isolated or disadvantaged. We are able to help with key safe installation, video doorbells, digital assistance, garden rescue, minor home improvements and winter warmth.

We are pleased that the **Dunmow Dementia Café** continues to support members on a weekly basis. We regularly have c. 30 people attending and have incorporated two popular new activities - Signing for the Brain and Carpet Bowls.

Funded by The National Lottery Community Fund, the **Essex Shed Network** has made a big difference to men's mental health and wellbeing across Essex, and this exciting project continues to grow. Post Covid, most sheds have exceeded their pre-pandemic figures for attendance, helping to combat male isolation and loneliness. We have 20 open sheds, 11 in development and 8 sheds in the early stages of being set up, and the ESN has over 300 active members attending shed locations each week.

Our six month **Uttlesford Response, Recover, Sustain** programme concluded this year, having reached hundreds of people and supporting them to regain confidence in being out in the community post-lockdown. We ran a series of workshops and activities for residents, and also funded Asset Based Community Development training for individuals seeking to maintain the legacy of volunteering and neighbourliness that was created during the pandemic. This was made possible thanks to funding from The National Lottery.

Future Financial Plans

The pandemic could not have been foreseen, and it required a rapid response to alter our existing strategy and move to a scenario where we immediately worked to meet community need. We did this successfully and were able to secure the funding urgently needed to service this community response. However, we are conscious that as we move out of the pandemic, the funding landscape for the voluntary sector will have changed. We will assess the impact of these project changes as we develop our new strategic plans for the next five years of sustainable growth for CVSU.

The two main core funding grants we receive from ECC and Uttlesford District Council continue to be in place.

We have now established the socially driven trading company WECAN (West Essex Community Action Network) across the West Essex districts in partnership with Voluntary Action Epping Forest and Rainbow Services (Harlow). WECAN currently holds the United in Kind contract for West Essex, and CVSU derives income from hosting the United in Kind coach for Uttlesford.

CVSU acts as digital lead for WECAN, and at the time of writing two new grants have been secured to pilot digital inclusion and care tech services in West Essex, and across the county. CVSU will receive a small income from each grant for coordinating delivery of these programmes. We are also paid by WECAN for provision of Payroll and HR Services, and running communication campaigns on social media.

We are confident about our future funding strategies and proposals and their ability to support our medium to long term aims to increase our overall income streams and accomplish financial stability that will underpin our medium to longer term growth as an organisation.

Public Benefit

Our aims and charitable activities are provided to benefit the people of Uttlesford. At present all our services are free of charge to our clients. The trustees take due regard of the Charity Commission general guidance of Public Benefit.

On occasion we may deliver services to people outside Uttlesford district. This is particularly the case with delivery of the Frontline project. Additionally, working with EALC and Essex County Council, we have been managing funds awarded to community startups where groups were unable to meet compliance requirements of the funder. This work takes our support into North, East and West Essex.

Equal access to our services is an important issue to us and in accordance with our Diversity and Equality Policy we do not discriminate on the basis of race, nationality, colour, creed, gender, disability, marital status, sexuality, religion, language, culture, age or class.

Policies

Reserves Policy

CVSU is committed to responsible and efficient management of all funds which are the responsibility of the organisation.

The Management Committee of CVS Uttlesford has considered the need for the organisation to maintain reserves in order to meet future financial obligations and has taken into account the following factors:

- * CVSU currently employs 4 full-time staff members who have contracts which may result in potential liability for redundancy payments.
- * CVSU may enter into contracts with suppliers which contain potential penalty clauses for early termination.
- * CVSU is heavily dependent on two core funders - Uttlesford District Council and Essex County Council and would face financial difficulties if either withdrew or reduced their level of funding.

In order to provide for any of these obligations arising, the Committee considers it necessary to establish as a maximum financial reserve sufficient to cover 3-6 months of the previous year's salary costs, plus 3-6 months premises costs and as a minimum 3 months' salary and premises costs.

Financial Review

Unrestricted income for the 2021/22 financial year was £176,363 (£93,075 - 2021) derived mainly from infrastructure services, public health work and service delivery. We have delivered the Community Response Hub and COVID-19 recovery work in the community as our primary outputs for the year, plus additional services through the Safer at Home programme and Essex Shed Network. Overhead recovery is applied as appropriate.

We continue to closely manage our costs. At the end of year Unrestricted Funds stood at £53,309 after transfers between funds.

Investment Policy

Under its Memorandum and Articles of Association, the charity has the power to make any investments the Trustees see fit. CVSU moves funds between a CAF current account and a COIF Charities Deposit Fund, to maximise interest earned.

Risk Management

The board regularly reviews the major risks to which the charity is exposed. Where appropriate, systems or procedures have been established to mitigate these risks. Significant external risks to funding have led to the development of a strategic plan which will allow for the diversification of funding and activities.

Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors. These procedures are periodically reviewed to ensure they continue to meet the needs of the charity.

Senior Staff Pay Policy

Annual performance appraisals are undertaken for all our senior staff, and senior officers have performed well against a balanced set of objectives. We also monitor salary trends in other voluntary sector organisations locally, to ensure that the salaries we offer remain in line with the broader sector. A small bonus was paid to SMT staff in recognition of additional hours worked and responsibilities undertaken in response to the pandemic. A full pay review will be conducted in 2022 by the HR Sub Group of trustees.

Funds held as a custodian on behalf of others

No funds are held as custodian trustee on behalf of others.

Trustees' responsibilities in relation to financial statements

The Trustees (who are also directors of The Council for Voluntary Services for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year, which 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 charitable company 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 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounts Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the ongoing concern basis unless it is appropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Small Companies Exemption

This report has been prepared in accordance with the special provisions of section 415A of the Companies Act.

Approved by the Board on the 16th December 2022 and signed on its behalf by

M W Davis

Marc Davis - Acting Chairman

INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MARCH 2022

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31st March 2022 which are set out on pages 12 to 23.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Name *Richard Vass FCA*

*For and on behalf of Price Bailey LLP
Causeway House, 1 Dane Street
Bishop's Stortford
Hertfordshire
CM23 3BT*

Date: 21 December 2022

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2022

	Note	Unrestricted to 31/03/2022 £	Restricted to 31/03/2022 £	Total to 31/03/2022 £	Total 31/03/2021 £
Income and endowments from:					
Donations and legacies	2	11,118	9,116	20,234	6,612
Investment income	3	4	0	4	12
Charitable activities	4	126,876	294,878	421,754	421,246
Other Income		38,365	3,314	41,679	6,536
Total Income		176,363	307,308	483,671	434,406
Expenditure on:					
Charitable activities	5	164,077	207,691	371,768	365,644
Total resources expended		164,077	207,691	371,768	365,644
Net Income / (expenditure)		12,286	99,617	111,903	68,762
Transfer between funds		0	0	0	0
Net movement in funds		12,286	99,617	111,903	68,762
Funds at 01/04/2021		41,023	61,377	102,400	33,638
Funds at 31/03/2022		53,309	160,994	214,303	102,400

BALANCE SHEET

AS AT 31 MARCH 2022

		2022 Total £	2021 Total £
Fixed Assets			
Tangible Assets	7	33,670	15,910
Current Assets			
Debtors	8	84,731	14,053
Cash at bank and in hand		193,971	103,679
		<u>278,702</u>	<u>117,732</u>
Current Liabilities			
Creditors, amounts falling due within one year	9	98,069	31,242
Net current assets		180,633	86,490
Net assets		<u>214,303</u>	<u>102,400</u>
Funds	10		
Unrestricted Funds - General		53,309	41,023
Restricted Funds		160,994	61,377
		<u>214,303</u>	<u>102,400</u>

The notes at pages 14 to 23 form part of these accounts.

For the year ended 31 March 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to small companies regime.

The directors declare that they have approved the accounts above.

Signed	<u>M W Davis</u>	Date	<u>21 Dec 2022</u>
	M Davis (Dec 21, 2022, 1:32pm)		
	Marc Davis (Chairman)		

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting Policies

Basis of preparation of the accounts

These accounts have been prepared under the historical cost convention and in accordance with applicable accounting standards and the Statement of Recommended Practice on Accounting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in October 2019 and the Charities Act 2011.

The financial statements are presented in sterling, which is the functional currency of the charity and rounded to the nearest £.

The charity constitutes a public benefit entity as defined by FRS 102.

Going concern

The Trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern.

The Trustees believe that the forecasted results and good level of cash flow of the charity together with the measures taken to date will enable the charity to continue as a going concern and, as a result, do not include any adjustments that would result if the charity was not able to continue as a going concern.

Fund accounting

Unrestricted funds are available for use at the discretion of the Trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the Trustees for particular future projects or commitments.

Restricted funds are subject to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

Incoming resources

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- income from membership subscriptions received in the nature of a gift are recognised in Donations and Legacies. Membership subscriptions which give a member rights to buy services or other benefits are recognised as income earned from the provision of goods and services as income from charitable activities.
- receipts received during the year which are not to be expected until after the balance sheet date are not recognised as income for the year and are included in funded charitable income deferred.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the cost of all fundraising activities, events, non-charitable trading activities.
- expenditure on charitable activities includes all costs incurred by the charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to governance of the charity apportioned to charitable activities.
- where income on charitable funds has been recognised and the related expenditure is known and committed, the expenditure is recognised as a funded charitable activity accrual and is included in expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

Liabilities

Liabilities are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Debtors

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

Tangible Fixed Assets

Major expenditure on tangible fixed assets is capitalised. The cost of other items is written off as incurred.

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

Furniture and equipment:	20.00% straight line
Motor vehicles:	20.00% straight line
Computer hardware:	20.00% straight line

2 Donations and Legacies

	Unrestricted	Restricted	2022	2021
	£	£	£	£
Donations	11,118	9,116	20,234	6,612
	<u>11,118</u>	<u>9,116</u>	<u>20,234</u>	<u>6,612</u>

In 2021, donations were £6,612 of which £5,000 were unrestricted and £1,612 were restricted.

3 Income from Investments

	Unrestricted	Restricted	2022	2021
	£	£	£	£
Deposit account interest	4	-	4	12
	<u>4</u>	<u>-</u>	<u>4</u>	<u>12</u>

In 2021, income from investments was £12 of which £12 was unrestricted and nil was restricted.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**4 Income from Charitable Activities**

	Unrestricted	Restricted	2022	2021
	£	£	£	£
Essex County Council	39,480	70,754	110,234	51,401
Uttlesford District Council	65,471	80,012	145,483	41,038
NAVCA	5,500	-	5,500	-
Essex Assoc Local Councils	-	500	500	5,989
Essex Community Foundation	-	-	-	30,734
Great Dunmow Town Council	-	100	100	500
Frontline Fee	-	9,500	9,500	9,000
NHS West Essex CCG	-	41,600	41,600	9,650
Charities Aid Foundation	-	-	-	10,000
The National Lottery	-	91,019	91,019	149,174
Other Income	16,425	1,393	17,818	113,760
	<u>126,876</u>	<u>294,878</u>	<u>421,754</u>	<u>421,246</u>

In 2021, income from charitable activities was £421,246 of which £86,098 was unrestricted and £335,148 was restricted.

5 Expenditure on Charitable Activities

	Unrestricted	Restricted	2022	2021
	£	£	£	£
Advertising/Promotion	764	1,861	2,625	1,988
AGM costs	394	-	394	394
Bank Charges	147	25	172	113
Computer Costs	3,430	3,314	6,744	3,968
COVID-19 Costs	127	7	134	245
Depreciation	3,197	2,378	5,575	4,322
Emergency Food Parcels	-	10,480	10,480	2,406
Essential Living Costs	-	4,272	4,272	-
Evaluation	1,031	- 3,000	- 1,969	3,722
Event costs	110	725	835	-
Fuel Vouchers	-	7,066	7,066	5,160
Full Cost Recovery	- 18,922	18,922	-	-
Grants to Partners		45,807	45,807	90,506
Insurances	1,859	3,230	5,089	4,289
Labour (Contractors)	180	1,342	1,522	3,609
Office/Admin Expenses	206	33	239	1,423
Other Misc Expenses	450	1,433	1,883	290
Telephone costs	4,760	2,915	7,675	6,031
Postage and Stationery	804	236	1,040	1,949
Professional Services	9,238	-	9,238	4,754
Purchases	90	- 64	26	6,136

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

Rent & Service Charge	16,676	3,410	20,086	13,854
Repairs	397	2,432	2,829	6,253
Shopping/Prescriptions	-	1,401	1,401	4,996
Tools and Equipment	103	3,282	3,385	4,738
Living Smart Homes	-	31	31	96
Staff costs	120,728	79,829	200,557	165,063
Staff recruitment	107	514	621	29
Staff training	1,471	2,975	4,446	1,387
Staff travel	1,107	2,940	4,047	1,270
Subscriptions	500	-	500	1,034
Trustee Meetings	-	-	-	-
Vehicle costs	-	-	-	-
Volunteer expenses	131	285	416	3,567
Volunteer training	-	198	198	661
WE CAN	14,601	-	14,601	- 2,188
Workshops/Activities	391	9,412	9,803	23,579
	<u>164,077</u>	<u>207,691</u>	<u>371,768</u>	<u>365,644</u>

In 2021 Expenditure on Charitable Activities was £365,644 of which £67,027 was unrestricted and £208,167 was restricted.

Grants to Partners

	Institutions	Individuals	Support Costs	Total
	£	£	£	£
Essex Shed Network	29,507	-	-	29,507
COVID Winter Grants	12,000	-	-	12,000
COVID Vaccinations	3,800	-	-	3,800
Refund of Grant rcvd in error	500	-	-	500
Total	<u>45,807</u>	<u>-</u>	<u>-</u>	<u>45,807</u>

A total of 10 grants were paid to 7 institutions, all of whom were registered charities, with the exception of £500 paid to Dunmow Town Council. This was a refund of a grant paid to us twice in error.

The largest grant was £28,524 paid to Maldon and District CVS, our project delivery partner in the Essex Shed Network. The National Lottery funded a joint bid, with this grant representing Maldon's delivery costs which were paid to them in accordance with the service level agreement completed.

Grants to support delivery of the COVID Vaccination service were paid to Volunteer Uttlesford who coordinated the volunteers needed to operate the vaccination centre in North Uttlesford.

COVID Winter Grants were paid to Uttlesford Citizens Advice, TouchPoint Stansted and Uttlesford Children's Clothing Bank to distribute to service users in the form of payment to utility suppliers or the provision of warm clothes.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**6 Net income/(expenditure)**

Net income/(expenditure) for the year includes:

	2022	2021
	£	£
Fees paid to Independent Examiners	2,310	1,800

Staff costs and emoluments

Total staff costs were as follows:

	2022	2021
	£	£
Wages & salaries	182,139	150,367
Social security costs	13,036	10,185
Pension	5,383	4,511
	200,558	165,063

Particulars of employees:

The average number of employees during the period, calculated on the basis of full time equivalents was as follows:

	2022	2021
Project co-ordination staff	4	3
Management staff	3	3
	7	6

No employees received employee benefits (excluding employer pension costs) for the reporting period of more than £60,000. (2021: nil)

The key management personnel of the charity comprise the senior management team as listed on page 3. The total amount of employee benefits (including employer pension contributions and employer national insurance contributions) received by key management personnel for their services to the charity was £120,728 (2021: £63,303)

Defined Contribution Pension Scheme

CVSU participates in the National Employment Savings Trust (NEST), which is a defined contribution workplace pension scheme, in order to fulfil the requirements under automatic enrolment regulations. Total employer contributions for the current period were £5,383 (2021 - £4,511). Amounts outstanding at the year end were nil (2021: nil)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**7 Tangible Fixed Assets**

	Computer Hardware £	F&F £	MV £	Total £
Cost				
At 1 April 2021	5,904	9,178	15,140	30,222
Additions	3,672	5,264	14,400	23,336
At 31 March 2022	<u>9,576</u>	<u>14,442</u>	<u>29,540</u>	<u>53,558</u>
Depreciation				
At 1 April 2021	1,181	6,548	6,584	14,313
Charge for the year	1,181	1,366	3,028	5,575
At 31 March 2022	<u>2,362</u>	<u>7,914</u>	<u>9,612</u>	<u>19,888</u>
Net Book Value				
At 31 March 2022	<u>7,214</u>	<u>6,528</u>	<u>19,928</u>	<u>33,670</u>
At 1 April 2021	<u>4,723</u>	<u>2,631</u>	<u>8,556</u>	<u>15,910</u>

8 Debtors

	2022 £	2021 £
Debtors	81,269	8,451
Other debtors and prepayments	3,462	5,602
	<u>84,731</u>	<u>14,053</u>

9 Creditors; amounts falling due within one year

	2022 £	2021 £
Creditors	21,998	7,586
Deferred Income	71,275	5,775
Social Security & Pension	3,196	9,661
Third Party Funds	1,575	386
Accruals / Other Creditors	25	7,834
	<u>98,069</u>	<u>31,242</u>

Deferred Income represents income received in in the year ended 31/03/2022 which relates to the year ended 31st March 2023.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

10 Funds	01/04/2021	Income	Expenses	Transfer	31/03/2022
Unrestricted Funds					
General fund	41,023	176,363	(164,077)	0	53,309
Total Unrestricted	<u>41,023</u>	<u>176,363</u>	<u>(164,077)</u>	<u>0</u>	<u>53,309</u>
Restricted Funds					
Active Essex	289	0	0	0	289
Community Builder	170	0	0	0	170
Community Response Hub	3,150	175,813	(86,599)	0	92,364
COVID Vaccination Centre	0	9,760	(7,353)		2,407
Dementia Café	4,225	2,055	(4,068)	0	2,212
Drinks with Links	4,313	2,161	(5,162)	0	1,312
Essex Shed Network	28,040	92,729	(77,195)	0	43,574
Frontline	0	9,500	(9,500)	0	0
PCN Development Fund	0	6,000	0	0	6,000
Safer at Home (GM)	10,347	3,116	(5,822)	0	7,641
Timebank	(2,148)	0	0	0	(2,148)
Utt Food Group	1,989	0	(1,989)	0	0
Utt Response Recover	10,912	0	(9,823)	0	1,089
UDAA	90	0	0	0	90
Ukraine Support Hub	0	0	(180)	0	(180)
Volunteering	0	6,174			6,174
WECAN	0	0	0	0	0
Total Restricted	<u>61,377</u>	<u>307,308</u>	<u>(207,691)</u>	<u>0</u>	<u>160,994</u>
Total	<u>102,400</u>	<u>483,671</u>	<u>(371,768)</u>	<u>0</u>	<u>214,303</u>

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**Analysis of movement in funds - previous year**

	01/04/2020	Income	Expenses	Transfer	31/03/2021
Unrestricted Funds					
General fund	14,975	93,075	(67,027)		41,023
Total Unrestricted	<u>14,975</u>	<u>93,075</u>	<u>(67,027)</u>	<u>0</u>	<u>41,023</u>
Restricted Funds					
Active Essex	289	0	0	0	289
Community Builder	171	15,037	(15,038)	0	170
COVID-19 Response	(3)	70,287	(67,134)	0	3,150
Dementia Café	3,863	805	(443)	0	4,225
Drinks with Links	4,163	0	150	0	4,313
Essex Shed Network	4,520	156,732	(133,212)	0	28,040
Frontline	0	9,000	(9,000)	0	0
Safer at Home (GM)	7,718	12,599	(9,970)	0	10,347
Timebank	(2,148)	0	0	0	(2,148)
Utt Food Group	0	1,989	0	0	1,989
Utt Response Recover	0	74,882	(63,970)	0	10,912
UDAA	90	0	0	0	90
WECAN	0	0	0	0	0
Total Restricted	<u>18,663</u>	<u>341,331</u>	<u>(298,617)</u>	<u>0</u>	<u>61,377</u>
Total	<u>33,638</u>	<u>434,406</u>	<u>(365,644)</u>	<u>0</u>	<u>102,400</u>
11 Analysis of net assets between funds		Unrestricted	Restricted	2022	2021
Tangible Fixed Assets		9,319	24,351	33,670	15,910
Current assets (excluding cash)		8,219	76,512	84,731	14,053
Current assets - cash at bank		41,270	152,701	193,971	103,679
Current liabilities		(5,499)	(92,570)	(98,069)	(31,242)
		<u>53,309</u>	<u>160,994</u>	<u>214,303</u>	<u>102,400</u>
Analysis of net assets between funds prior year		Unrestricted	Restricted	2021	2020
Tangible Fixed Assets		9,304	6,606	15,910	11,584
Current assets (excluding cash)		9,956	4,097	14,053	88,744
Current assets - cash at bank		25,883	77,796	103,679	59,996
Current liabilities		(4,120)	(27,122)	(31,242)	(126,686)
		<u>41,023</u>	<u>61,377</u>	<u>102,400</u>	<u>33,638</u>

12 Company limited by guarantee

Every member of the company undertakes to contribute to the assets of the company in the event of the same being wound up during the time he/she is a member, or within one year afterwards, for the payments of the debts and liabilities of the company contracted before the time at which he/she ceases to be a member and of the costs, charges and expenses of winding up the same, and for the adjustments of rights of the contributors among themselves, such amount as may be required not exceeding one pound. There were seven members in the year (2021: seven)

13 Trustee remuneration, benefits and expenses

None of the Trustees have been paid any remuneration or received any other benefits from an employment with CVSU or a related entity. CVSU did not reimburse any trustee expenses for fulfilling their duties. (2021: nil)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

14 Related Party transactions

A connected party, H Davies, who is the daughter of our Chairman, was employed for a short period by the charity to support collation of research data for a piece of commissioned work. Marc Davies was not involved in the decision-making process or management of this staff member. A total of £216 was paid for for this work. Our constitution allows the employment of connected parties. The process for employment of connected parties was adhered to.

Accounts

Charity Registration Number: 1098627

Company Number: 04709512



THE COUNCIL FOR VOLUNTARY SERVICE UTTLESFORD

**TRUSTEES ANNUAL REPORT AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

THE COUNCIL FOR VOLUNTARY SERVICE UTTLESFORD

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THE COUNCIL FOR VOLUNTARY SERVICE UTTLESFORD

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

Reference and Administrative Information

Charity Name:	Council for Voluntary Services Uttlesford
Charity Registration Number:	1098627
Company Registration Number:	4709512
Registered Office and Operational address:	Uttlesford Community Hub, 45 Stortford Rd, Great Dunmow, Essex. CM6 1DQ

Board of Trustees

Mr Chris Barrett	Director with Financial Responsibility. Resigned 19/11/2021
Mrs Pamela Sharp	Resigned 13/11/2020
Ms Clare Morris	Resigned 01/06/2020
Mrs Kathryn Archer	Resigned 25/04/2021
Mr Marc Davis	Acting Chair
Mrs Jacqueline Hime	Appointed 13/11/2020
Mr Steven Broome	Appointed 13/11/2020
Ms Charley Boughen	Appointed 30/07/2021
Ms Louise Howard	Appointed 30/07/2021
Ms Claire Husband	Appointed 19/11/2021
Ms Alice Vye	Appointed 19/11/2021

Secretary

Mrs Jacqueline Davies

Senior Management Team

Mr Clive Emmett	Chief Officer
Mrs Jacqueline Davies	Business Manager
Mr Richard Corby	Operations Manager

Independent Examiner

Price Bailey LLP
Causeway House, 1 Dane St, Bishop's Stortford CM23 3BT

Bank

CAF Bank
25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ

The Trustees who are also directors for the purposes of company law are pleased to present their report together with the financial statements of the charity for the year ending 31 March 2021.

Structure, Governance and Management

Governing Document

The Council for Voluntary Service Uttlesford is a charitable company limited by guarantee, registered as a charity on 30 November 1991 and incorporated on 25 March 2003 in the United Kingdom. The company is governed by its Memorandum and Articles of Association which were last amended in August 2014.

Appointment of Trustees

The Trustees who have served during the year and since the year end are listed on page 3. New Trustees are elected annually by trustees of the charity and serve for an initial period of 3 years. A further 3 year term may be served. Trustees must be nominated by two trustees. The Board may appoint up to 3 Trustees a year to ensure it has an appropriate range of skills and experience in its Board. The Chair and Director with Financial Responsibility are elected from within the board.

All Trustees give their time freely and no trustee was paid during the year. Trustees are required to disclose all relevant interests and, in accordance with the organisation's Memorandum and Articles, withdraw from decisions where a conflict of interest arises.

Internal Control and Risk Management

The Trustees examine the major risks which the charity faces in relation to external factors and relationships, its governance and management, its internal operations and its activities. The management of risk is reviewed by the senior management team and by the trustee board.

The Trustees continue to keep under review the systems of internal financial control. The systems have been designed to provide reasonable, but not absolute, assurance against mis-statement of loss. They include:

- 1) A strategic plan and annual budget approved by Trustees
- 2) Regular consideration by the Trustees of financial results, variance from budgets and performance against the non-financial annual plan
- 3) Delegation of authority and separation of duties.

The internal financial controls conform to guidelines issued by the Charity Commission.

Trustee Induction and Training

All potential Trustees are invited to complete an application form to apply for membership of the CVSU board. Applicants then meet with the Chair of the charity to discuss the role of a CVSU trustee and to make sure the applicant understands the role and responsibilities. The potential new trustee is then invited to meet the full board. Once appointed, new Trustees meet the staff to be given a thorough understanding of the work of the organisation. In addition all Trustees are supplied with written materials outlining their role and responsibilities. Finally, training on the principles of good governance and the role of a trustee is a mandatory part of the Trustee induction.

Our Aims and Objectives

Introduction

The Council for Voluntary Service Uttlesford (CVSU) is a local infrastructure charity. The charity's purpose as set out in the objects contained in the companies Memorandum of Association are:

To promote, develop and facilitate a thriving, effective, sustainable and influential voluntary and community sector in Uttlesford, for the ongoing benefit of the community, thus promoting social action and assisting in the development of social capital.

CVSU is a member of NAVCA, the national membership charity for infrastructure organisations and adheres to the core principles of NAVCA, which aims to strengthen and champion social action through local infrastructure.

CVSU helps people and communities come together to form voluntary organisations and successfully run existing organisations. Cuts in public spending are increasing the need for local voluntary sector infrastructure to help communities fill the gaps left by public services.

CVSU provides a range of services which aim to help people improve their local area, communities, pursue shared interests, support each other or campaign for change and make greater use of locally based assets.

We review our aims, objectives and activities each year.

Activities

Core Services

CVSU's primary purpose is to support the voluntary sector in Uttlesford. We do this by providing a range of professional specialist services and advising on a range of issues including funding, governance and set up. We also have an important role in disseminating information throughout the sector. In summary, CVSU can:

- * Provide specialist information and support to enable local people to develop the skills needed to run successful voluntary groups.
- * Spread good practice, encouraging joint working, and identify duplication of effort
- * Work with groups to identify funding streams and give support through the whole application process
- * Encourage partnership working to develop new and maintain existing local projects to help strengthen communities
- * Monitor existing services and engage with local people to identify unmet need and work with a range of agencies to find a way to address this need, especially in relation to the Public Health agenda.
- * Promote equality and diversity by understanding the needs of disadvantaged and minority groups.
- * Help public bodies to engage effectively with local voluntary organisations and community groups and ensure policy makers understand the needs of local voluntary organisations and community groups.

Project work

CVSU is now involved in a number of projects, both as a way to fulfil unmet need in the district, and as a way of diversifying our income streams. Details of our project work can be found overleaf.

Essex Shed Network

The purpose of the shed is to create a comfortable environment where people can meet and find peer support, networking opportunities and participate in individual or group projects. Sheds are particularly aimed at some sections of the male population who may feel socially isolated. This year, due to the pandemic we had to suspend physical shed locations, but ran virtual sheds and pop ups. The scheme is funded by the National Lottery and we are in Year 2 of a three year grant. Delivery will be extended to compensate for the time lost during lockdown.

Community Builder Project / Uttlesford Response, Recover, Sustain

Our Community Builder programme concluded as funding ended, however staff were able to be retained to service the Community Response Hub through additional funding secured. As we moved out of lockdown, National Lottery Community monies were secured to run a six month Uttlesford Community Recovery scheme, led by community builder staff. This work continues, helping our communities to recover from the two lockdown periods.

Community Response Hub

The Community Response Hub launched as the last financial year drew to a close, and proved to be an invaluable service for residents in our district. We recruited over 300 volunteers in a period of under two weeks and have met the immediate needs of isolated and self-isolating residents including food shopping and delivery, prescription and medicine collection and delivery, telephone befriending for 100+ people per week, emergency support in the home, and the delivery of over 970 Christmas hampers for people spending the festive season home alone. For the year in total we achieved over 10,000 tasks completed for Uttlesford residents. Post lockdown we have been providing Friendship Dog visits to residents, and created the Walking Buddies scheme to encourage people out of their homes and back into the community. In January 2021 we received grant funding from Essex County Council to support families with children experiencing hardship as a direct result of the pandemic. This enabled us to provide emergency food hampers, vouchers, and pay utility and fuel costs for struggling residents. Over 80 families were helped.

Safer at Home (formerly Green Matters)

This project enables residents to live more safely in their own home, and retain their independence for longer. Our handyperson team undertake home safety tasks, provide advice and guidance and also offer digital solutions. It also incorporates our Green Matters gardening project. Our main role during the pandemic was to ensure people were safe and warm in their homes. An example of this was moving furniture to accommodate altered living arrangements, and installing key safes during lockdown.

Dementia Café

The Dunmow Dementia Café is a weekly social group for people living with dementia, and their carers, through which they can receive peer support. Launched at the Uttlesford Community Hub, the group quickly outgrew our facilities and now meets at the Rowena Davey Centre. Unable to meet during lockdown, we switched to weekly phone calls and "at the gate" visits to our group members. We also supported families who lost loved ones during the pandemic.

Drinks with Community Links

Through grant funding we were able to purchase a converted horse trailer to act as a mobile Community Hub. We have been taking our services to rural, isolated communities in Uttlesford, to build community connection and reduce isolation and loneliness. We directly support the Community Safety Partnership and Essex Police by taking the trailer to their events and activities. We are grateful to the willing volunteers who support the hosting and delivery of this project.

Frontline

CVSU provides administrative support and training for the Frontline referral system in collaboration with the lead organisation Uttlesford Citizens Advice Bureau. Frontline is an online referral system which allows frontline workers and members of the public to access and refer to over 200 organisations providing voluntary services in West Essex.

Vaccination Volunteering

We have directly supported the establishment and operation of the mass vaccination hub at the Lord Butler Centre in Saffron Walden, working in partnership with North Uttlesford PCN. We have recruited and trained over 200 volunteers who run the centre each weekend. This vital work is ongoing. Volunteer recruitment is supported by Volunteer Uttlesford.

Future Financial Plans

The pandemic could not have been foreseen, and it required a rapid response to alter our existing strategy and move to a scenario where we immediately worked to meet community need. We did this successfully and were able to secure the funding urgently needed to service this community response. However, we are conscious that as we move out of pandemic, the funding landscape for the voluntary sector will have changed. We will assess the impact of these project changes as we develop our new strategic plans for the next five years of sustainable growth for CVSU.

The two main core funding grants we receive from ECC and Uttlesford District Council continue to be in place. Our current contract with Essex County Council for the provision of infrastructure services will run to 30th March 2022.

We have now established the socially driven trading company WECAN (West Essex Community Action Network) across the West Essex districts in partnership with Voluntary Action Epping Forest and Rainbow Services (Harlow). WECAN currently holds the United in Kind contract for West Essex, and CVSU derives income from hosting the United in Kind coach for Uttlesford. The current contract runs to end of March 2022.

CVSU acts as digital lead for WECAN, and at the time of writing two new grants have been secured to pilot digital inclusion and care tech services in West Essex, and across the county. CVSU will receive a small income from each grant for coordinating delivery of these programmes. We are also paid by WECAN for provision of Payroll and HR Services, and running communication campaigns on social media.

We are confident about our future funding strategies and proposals and their ability to support our medium to long term aims to increase our overall income streams and accomplish financial stability that will underpin our medium to longer term growth as an organisation.

Public Benefit

Our aims and charitable activities are provided to benefit the people of Uttlesford. At present all our services are free of charge to our clients.

On occasion we may deliver services to people outside Uttlesford district. This is particularly the case with delivery of the Frontline project. Additionally, working with EALC and Essex County Council, we have been managing funds awarded to community startups where groups were unable to meet compliance requirements of the funder. This work takes our support into North, East and West Essex.

Equal access to our services is an important issue to us and in accordance with our Diversity and Equality Policy we do not discriminate on the basis of race, nationality, colour, creed, gender, disability, marital status, sexuality, religion, language, culture, age or class.

Policies

Reserves Policy

CVSU is committed to responsible and efficient management of all funds which are the responsibility of the organisation.

The Management Committee of CVS Uttlesford has considered the need for the organisation to maintain reserves in order to meet future financial obligations and has taken into account the following factors:

- * CVSU currently employs 4 full-time staff members who have contracts which may result in potential liability for redundancy payments.
- * CVSU may enter into contracts with suppliers which contain potential penalty clauses for early termination.
- * CVSU is heavily dependent on two core funders - Uttlesford District Council and Essex County Council and would face financial difficulties if either withdrew or reduced their level of funding.

In order to provide for any of these obligations arising, the Committee considers it necessary to establish as a maximum financial reserve sufficient to cover 3-6 months of the previous year's salary costs, plus 3-6 months premises costs and as a minimum 3 months' salary and premises costs.

Financial Review

Unrestricted income for the 2020/21 financial year was £93,075, derived mainly from infrastructure services, public health work and service delivery. We have delivered the Community Response Hub and COVID-19 recovery work in the community as our primary outputs for the year, plus additional services through the Safer at Home programme and Essex Shed Network. Overhead recovery is applied where appropriate.

We continue to closely manage our costs. Secondment of core staff to the Community Response Hub and COVID response reduced our core expenditure in the year. At the end of year Unrestricted Funds stood at £41,023 after transfers between funds.

Investment Policy

Under its Memorandum and Articles of Association, the charity has the power to make any investments the Trustees see fit. CVSU moves funds between a CAF current account and a COIF Charities Deposit Fund, to maximise interest earned.

Risk Management

The board regularly reviews the major risks to which the charity is exposed. Where appropriate, systems or procedures have been established to mitigate these risks. Significant external risks to funding have led to the development of a strategic plan which will allow for the diversification of funding and activities.

Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors. These procedures are periodically reviewed to ensure they continue to meet the needs of the charity.

Senior Staff Pay Policy

Annual performance appraisals are undertaken for all our senior staff, and senior officers have performed well against a balanced set of objectives. We also monitor salary trends in other voluntary sector organisations locally, to ensure that the salaries we offer remain in line with the broader sector. A small bonus was paid to SMT staff in recognition of additional hours worked and responsibilities undertaken in response to the pandemic. A full pay review will be conducted in 2021 by the HR Sub Group of trustees.

Trustees' responsibilities in relation to financial statements

The Trustees (who are also directors of The Council for Voluntary Services for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year, which 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 charitable company 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 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounts Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the ongoing concern basis unless it is appropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Board on the 11 February 2022 and signed on its behalf by


Marc Davis - Chairman
M Davis (Feb 11, 2022, 4:34pm)

INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MARCH 2021

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31st March 2021 which are set out on pages 11 to 21.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Name *Richard Vass FCA*

*For and on behalf of Price Bailey LLP
Causeway House, 1 Dane Street
Bishop's Stortford
Hertfordshire
CM23 3BT*

14 February 2022

THE COUNCIL FOR VOLUNTARY SERVICE UTTLESFORD

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2021

	Note	Unrestricted to 31/03/2021 £	Restricted to 31/03/2021 £	Total to 31/03/2021 £	Total 31/03/2020 £
Income and endowments from:					
Donations and legacies	2	5,000	1,612	6,612	16,687
Investment income	3	12	0	12	82
Charitable activities	4	86,098	335,148	421,246	399,189
Other Income		1,965	4,571	6,536	27,070
Total Income		93,075	341,331	434,406	443,028
Expenditure on:					
Charitable activities	5	67,027	298,617	365,644	439,512
Total resources expended		67,027	298,617	365,644	439,512
Net Income / (expenditure)		26,048	42,714	68,762	3,516
Transfer between funds		0	0	0	0
Net movement in funds		26,048	42,714	68,762	3,516
Funds at 01/04/2020		14,975	18,663	33,638	30,122
Funds at 31/03/2021		41,023	61,377	102,400	30,122

THE COUNCIL FOR VOLUNTARY SERVICE UTTLESFORD

BALANCE SHEET
AS AT 31 MARCH 2021

		2021 Total £	2020 Total £
Fixed Assets			
Tangible Assets		15,910	11,584
Current Assets			
Debtors	7	14,053	88,744
Cash at bank and in hand		<u>103,679</u>	<u>59,996</u>
		117,732	148,740
Current Liabilities			
Creditors, amounts falling due within one year	8	31,242	126,686
Net current assets		86,490	22,054
Total assets less current liabilities		<u>102,400</u>	<u>33,638</u>
Funds	9		
Unrestricted Funds - General		41,023	14,975
Restricted Funds		<u>61,377</u>	<u>18,663</u>
		<u>102,400</u>	<u>33,638</u>

The notes at pages 13 to 21 form part of these accounts.

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

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to small companies regime.

The directors declare that they have approved the accounts above.

Signed	<u>Marc Davis</u>	Date	<u>11 Feb 2022</u>
	M Davis (Feb 11, 2022, 4:34pm) Marc Davis (Chairman)		

1 Accounting Policies

Basis of preparation of the accounts

These accounts have been prepared under the historical cost convention and in accordance with applicable accounting standards and the Statement of Recommended Practice on Accounting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in October 2019 and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

Going concern

The Trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern.

The Trustees believe that the forecasted results and good level of cash flow of the charity together with the measures taken to date will enable the charity to continue as a going concern and, as a result, do not include any adjustments that would result if the charity was not able to continue as a going concern.

Fund accounting

Unrestricted funds are available for use at the discretion of the Trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the Trustees for particular future projects or commitments.

Restricted funds are subject to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

Incoming resources

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- income from membership subscriptions received in the nature of a gift are recognised in Donations and Legacies. Membership subscriptions which give a member rights to buy services or other benefits are recognised as income earned from the provision of goods and services as income from charitable activities.
- receipts received during the year which are not to be expected until after the balance sheet date are not recognised as income for the year and are included in funded charitable income deferred.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the cost of all fundraising activities, events, non-charitable trading activities.
- expenditure on charitable activities includes all costs incurred by the charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to governance of the charity apportioned to charitable activities.
- where income on charitable funds has been recognised and the related expenditure is known and committed, the expenditure is recognised as a funded charitable activity accrual and is included in expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

Liabilities

Liabilities are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Debtors

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

Depreciation

Major expenditure on tangible fixed assets is capitalised. The cost of other items is written off as incurred.

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

Furniture and equipment:	20.00% straight line
Motor vehicles:	20.00% straight line
Computer hardware:	20.00% straight line

2 Donations and Legacies

	Unrestricted £	Restricted £	2021 £	2020 £
Donations	5,000	1,612	6,612	16,687
	<u>5,000</u>	<u>1,612</u>	<u>6,612</u>	<u>16,687</u>

3 Income from Investments

	Unrestricted £	Restricted £	2021 £	2020 £
Deposit account interest	12	-	12	82
	<u>12</u>	<u>-</u>	<u>12</u>	<u>82</u>

THE COUNCIL FOR VOLUNTARY SERVICE UTTLESFORD

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

4 Income from Charitable Activities

	Unrestricted	Restricted	2021	2020
	£	£	£	£
Essex County Council	39,480	11,921	51,401	58,401
Uttlesford District Council	37,144	3,894	41,038	36,275
Dept Culture, Media, Sport	-	-	-	98,403
Essex Assoc Local Councils		5,989	5,989	9,483
Essex Community Foundation		30,734	30,734	-
Great Dunmow Town Council		500	500	1,000
Frontline Fee		9,000	9,000	9,000
West Essex CCG	4,650	5,000	9,650	40,000
Charities Aid Foundation		10,000	10,000	-
The National Lottery		149,174	149,174	65,776
Other Income	4,824	108,936	113,760	80,851
	<u>86,098</u>	<u>335,148</u>	<u>421,246</u>	<u>399,189</u>

5 Expenditure on Charitable Activities

	Unrestricted	Restricted	2021	2020
	£	£	£	£
Advertising/Promotion	950	1,038	1,988	17,265
AGM costs	394	-	394	1,285
Bank Charges	69	44	113	78
Computer Costs	1,800	2,168	3,968	2,252
COVID-19 Costs	-	245	245	-
Depreciation	1,944	2,378	4,322	3,784
Emergency Food Parcels	-	2,406	2,406	-
Evaluation	74	3,648	3,722	4,478
Event costs	-	-	-	6,066
Fuel Vouchers	-	5,160	5,160	1,513
Full Cost Recovery	- 24,377	24,377	-	-
Grants to Partners	-	90,506	90,506	93,345
Insurances	1,974	2,315	4,289	3,980
Labour (Contractors)	50	3,559	3,609	-
Office/Admin Expenses	306	1,117	1,423	1,108
Other Misc Expenses	175	115	290	-
Telephone costs	2,541	3,490	6,031	4,644
Postage and Stationery	761	1,188	1,949	1,934
Professional Services	4,754		4,754	40,987
Purchases	125	6,011	6,136	406
Rent & Service Charge	12,824	1,030	13,854	10,859
Repairs	- 108	6,361	6,253	5,435
Shopping/Prescriptions	-	4,996	4,996	-
Tools and Equipment	69	4,669	4,738	10,684
Living Smart Homes	-	96	96	20,099
Staff costs	63,303	101,760	165,063	188,606

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

Staff recruitment	22	7	29	119
Staff training	432	955	1,387	1,483
Staff travel	266	1,004	1,270	9,184
Subscriptions	714	320	1,034	235
Trustee Meetings	-	-	-	156
Vehicle costs	-	-	-	263
Volunteer expenses	128	3,439	3,567	3,124
Volunteer training	25	636	661	70
WECAN	- 2,188	-	- 2,188	-
Workshops/Activities	-	23,579	23,579	6,070
	<u>67,027</u>	<u>298,617</u>	<u>365,644</u>	<u>439,512</u>

6 Net income/(expenditure)

Net income/(expenditure) for the year includes:	2021	2020
	£	£
Fees paid to Independent Examiners	1,800	1,545

Staff costs and emoluments	2021	2020
Total staff costs were as follows:	£	£
Wages & salaries	150,367	170,740
Social security costs	10,185	12,829
Pension	4,511	5,037
	<u>165,063</u>	<u>188,606</u>

Particulars of employees:

The average number of employees during the period, calculated on the basis of full time equivalents was as follows:

	2021	2020
Project co-ordination staff	3	4
Management staff	3	3
	<u>6</u>	<u>7</u>

No employees received employee benefits (excluding employer pension costs) for the reporting period of more than £60,000. (2020: nil)

Defined Contribution Pension Scheme

CVSU participates in the National Employment Savings Trust (NEST), which is a defined contribution workplace pension scheme, in order to fulfil the requirements under automatic enrolment regulations. Total employer contributions for the current period were £4,511. Amounts outstanding at the year end were £2,244.

7 Debtors	2021	2020
	£	£
Debtors	8,451	55,734
Other debtors and prepayments	5,602	33,010
	<u>14,053</u>	<u>88,744</u>

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

8 Creditors; amounts falling due within one year

	2021	2020
	£	£
Creditors	7,586	37,499
Deferred Income	5,775	55,717
Social Security & Pension	9,661	4,377
Third Party Funds	386	8,070
Accruals / Other Creditors	7,834	21,023
	<u>31,242</u>	<u>126,686</u>

9 Tangible Fixed Assets

	Computer Hardware £	F&F £	MV £	Total £
Cost				
At 1 April 2020	-	6,434	15,140	21,574
Additions	5,904	2,744	-	8,648
At 31 March 2021	<u>5,904</u>	<u>9,178</u>	<u>15,140</u>	<u>30,222</u>
Depreciation				
At 1 April 2020	-	6,434	3,556	9,990
Charge for the year	1,181	113	3,028	4,322
At 31 March 2021	<u>1,181</u>	<u>6,547</u>	<u>6,584</u>	<u>14,312</u>
Net Book Value				
At 31 March 2021	<u>4,723</u>	<u>2,631</u>	<u>8,556</u>	<u>15,910</u>
At 1 April 2020	<u>-</u>	<u>-</u>	<u>11,584</u>	<u>11,584</u>

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

10 Funds	01/04/2020	Income	Expenses	Transfer	31/03/2021
Unrestricted Funds					
General fund	14,975	93,075	(67,027)	0	41,023
Total Unrestricted	<u>14,975</u>	<u>93,075</u>	<u>(67,027)</u>	<u>0</u>	<u>41,023</u>
Restricted Funds					
Active Essex	289	0	0	0	289
Community Builder	171	15,037	(15,038)	0	170
COVID-19 Response	(3)	70,287	(67,134)	0	3,150
Dementia Café	3,863	805	(443)	0	4,225
Drinks with Links	4,163	0	150	0	4,313
Essex Shed Network	4,520	156,732	(133,212)	0	28,040
Frontline	0	9,000	(9,000)	0	0
Safer at Home (GM)	7,718	12,599	(9,970)	0	10,347
Timebank	(2,148)	0	0	0	(2,148)
Utt Food Group	0	1,989	0	0	1,989
Utt Response Recover	0	74,882	(63,970)	0	10,912
UDAA	90	0	0	0	90
WECAN	0	0	0	0	0
Total Restricted	<u>18,663</u>	<u>341,331</u>	<u>(298,617)</u>	<u>0</u>	<u>61,377</u>
Total	<u>33,638</u>	<u>434,406</u>	<u>(365,644)</u>	<u>0</u>	<u>102,400</u>

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**Analysis of movement in funds - previous year**

	01/04/2019	Income	Expenses	Transfer	31/03/2020
Unrestricted Funds					
General fund	10,139	114,706	(108,702)	(1,168)	14,975
Total Unrestricted	<u>10,139</u>	<u>114,706</u>	<u>(108,702)</u>	<u>(1,168)</u>	<u>14,975</u>
Restricted Funds					
Active Essex	0	553	(264)		289
Community Builder	2,766	38,687	(41,282)		171
COVID-19 Response	0	9	(12)		(3)
Dementia Café	393	6,817	(3,347)		3,863
Digital	1,127	108,076	(109,203)		0
Dragons Challenge	3,097	0	(3,097)		0
Drinks with Links	0	11,884	(7,721)		4,163
Essex Shed Network	9,152	81,125	(85,757)		4,520
Farmers Café	(543)	221	0	322	0
Friendship Dogs	0	15,000	(15,000)		0
Frontline	(366)	9,000	(9,000)	366	0
Herts STP	0	40,000	(40,000)		0
Recovery Café	0	483	(483)		0
Safer at Home (GM)	6,985	15,253	(14,520)		7,718
Timebank	(2,148)	0	0		(2,148)
UBEX	(280)	0	0	280	0
UDAA	0	1,214	(1,124)		90
WECAN	(200)	0	0	200	0
Total Restricted	<u>19,983</u>	<u>328,322</u>	<u>(330,810)</u>	<u>1,168</u>	<u>18,663</u>
Total	<u>30,122</u>	<u>443,028</u>	<u>(439,512)</u>	<u>1,168</u>	<u>33,638</u>
11 Analysis of net assets between funds		Unrestricted	Restricted	2021	2020
Tangible Fixed Assets		9,304	6,606	15,910	11,584
Current assets (excluding cash)		9,956	4,097	14,053	88,744
Current assets - cash at bank		25,883	77,796	103,679	59,996
Current liabilities		(4,120)	(27,122)	(31,242)	(126,686)
		<u>41,023</u>	<u>61,377</u>	<u>102,400</u>	<u>33,638</u>

12 Company limited by guarantee

Every member of the company undertakes to contribute to the assets of the company in the event of the same being wound up during the time he/she is a member, or within one year afterwards, for the payments of the debts and liabilities of the company contracted before the time at which he/she ceases to be a member and of the costs, charges and expenses of winding up the same, and for the adjustments of rights of the contributors among themselves, such amount as may be required not exceeding one pound.

13 Trustee remuneration, benefits and expenses

None of the Trustees have been paid any remuneration or received any other benefits from an employment with CVSU or a related entity. CVSU did not reimburse any trustee expenses for fulfilling their duties.

13 Related Party transactions

There were no related parties within the year (2020: £nil)