

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**

CONTENTS

	Pages
Trustees' Annual Report	3 to 10
Independent Examiner's Report	11
Statement of Financial Activities	12
Balance Sheet	13
Notes to Financial Statements	14

### 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 £
<b>Income and endowments from:</b>					
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
<b>Total Income</b>		<b>176,363</b>	<b>307,308</b>	<b>483,671</b>	<b>434,406</b>
<b>Expenditure on:</b>					
Charitable activities	5	164,077	207,691	371,768	365,644
<b>Total resources expended</b>		<b>164,077</b>	<b>207,691</b>	<b>371,768</b>	<b>365,644</b>
<b>Net Income / (expenditure)</b>		<b>12,286</b>	<b>99,617</b>	<b>111,903</b>	<b>68,762</b>
Transfer between funds		0	0	0	0
<b>Net movement in funds</b>		<b>12,286</b>	<b>99,617</b>	<b>111,903</b>	<b>68,762</b>
Funds at 01/04/2021		41,023	61,377	102,400	33,638
<b>Funds at 31/03/2022</b>		<b>53,309</b>	<b>160,994</b>	<b>214,303</b>	<b>102,400</b>

BALANCE SHEET  
AS AT 31 MARCH 2022

		<b>2022 Total £</b>	<b>2021 Total £</b>
<b>Fixed Assets</b>			
<b>Tangible Assets</b>	<b>7</b>	33,670	15,910
<b>Current Assets</b>			
Debtors	<b>8</b>	84,731	14,053
Cash at bank and in hand		193,971	103,679
		<u>278,702</u>	<u>117,732</u>
<b>Current Liabilities</b>			
Creditors, amounts falling due within one year	<b>9</b>	98,069	31,242
<b>Net current assets</b>		180,633	86,490
<b>Net assets</b>		<u>214,303</u>	<u>102,400</u>
<b>Funds</b>	<b>10</b>		
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>
	<u>M Davis (Dec 21, 2022, 1:32pm)</u>		
	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**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
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**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
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
<b>Total</b>	<u><b>45,807</b></u>	<u><b>-</b></u>	<u><b>-</b></u>	<u><b>45,807</b></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:

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Fees paid to Independent Examiners	2,310	1,800

**Staff costs and emoluments**

Total staff costs were as follows:

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

**Particulars of employees:**

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

	<b>2022</b>	<b>2021</b>
Project co-ordination staff	4	3
Management staff	3	3
	<b>7</b>	<b>6</b>

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 £
<b>Cost</b>				
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>
<b>Depreciation</b>				
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>
<b>Net Book Value</b>				
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**

	<b>2022</b> £	<b>2021</b> £
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**

	<b>2022</b> £	<b>2021</b> £
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
<b>Unrestricted Funds</b>					
General fund	41,023	176,363	(164,077)	0	53,309
<b>Total Unrestricted</b>	<u>41,023</u>	<u>176,363</u>	<u>(164,077)</u>	<u>0</u>	<u>53,309</u>
<b>Restricted Funds</b>					
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
<b>Total Restricted</b>	<u>61,377</u>	<u>307,308</u>	<u>(207,691)</u>	<u>0</u>	<u>160,994</u>
<b>Total</b>	<u><b>102,400</b></u>	<u><b>483,671</b></u>	<u><b>(371,768)</b></u>	<u><b>0</b></u>	<u><b>214,303</b></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
<b>Unrestricted Funds</b>					
General fund	14,975	93,075	(67,027)		41,023
<b>Total Unrestricted</b>	<u>14,975</u>	<u>93,075</u>	<u>(67,027)</u>	<u>0</u>	<u>41,023</u>
<b>Restricted Funds</b>					
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
<b>Total Restricted</b>	<u>18,663</u>	<u>341,331</u>	<u>(298,617)</u>	<u>0</u>	<u>61,377</u>
<b>Total</b>	<u>33,638</u>	<u>434,406</u>	<u>(365,644)</u>	<u>0</u>	<u>102,400</u>
<b>11 Analysis of net assets between funds</b>		<b>Unrestricted</b>	<b>Restricted</b>	<b>2022</b>	<b>2021</b>
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>
<b>Analysis of net assets between funds prior year</b>		<b>Unrestricted</b>	<b>Restricted</b>	<b>2021</b>	<b>2020</b>
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.