

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).