

Company registration number: 04709512

Charity registration number: 1098627

The Council for Voluntary Service Uttlesford

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2024

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

The Council for Voluntary Service Uttlesford

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The Council for Voluntary Service Uttlesford

Reference and Administrative Details

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

The Council for Voluntary Service Uttlesford

Trustees' Report

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

Objectives and activities

Objects and aims

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

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

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

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

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

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

Objectives, strategies and activities

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

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

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

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

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

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

Monitoring and Evaluation Guidance.

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

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

The Council for Voluntary Service Uttlesford

Trustees' Report

Public benefit

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

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

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

Grant making policies

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

Use of volunteers

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

Equality

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

The Council for Voluntary Service Uttlesford

Trustees' Report

Chair's Introduction

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

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

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

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

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

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

Chief Executive's Review

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

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

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

Summary of Achievements

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

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

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

The Council for Voluntary Service Uttlesford

Trustees' Report

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

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

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

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

The Council for Voluntary Service Uttlesford

Trustees' Report

Financial review

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

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

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

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

Additional funds were received through fund raising and donations.

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

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

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

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

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

Policy on reserves

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

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

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

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

The Council for Voluntary Service Uttlesford

Trustees' Report

Principal funding sources

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

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

Investment policy and objectives

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

Principal risks facing the charity

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

Trustees and officers

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

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

Structure, governance and management

Nature of governing document

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

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

The Council for Voluntary Service Uttlesford

Trustees' Report

Recruitment and appointment of trustees

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

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

Organisational structure

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

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

Relationships with related parties

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

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

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

Small companies provision statement

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

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

.....
Mr R Boyce
Chairman and trustee

The Council for Voluntary Service Uttlesford

Statement of Trustees' Responsibilities

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

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including its income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

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

The trustees are responsible for keeping proper accounting records that can disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

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

.....
Mr R Boyce
Chairman and trustee

The Council for Voluntary Service Uttlesford

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

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

Responsibilities and basis of report

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

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

Independent examiner's statement

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

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

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

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

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

27 January 2025

The Council for Voluntary Service Uttlesford

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

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

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

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

The Council for Voluntary Service Uttlesford

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

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

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

Directors' responsibilities:

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

These financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

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

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

.....
Mr R Boyce
Chairman and trustee

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

The Council for Voluntary Service Uttlesford

Statement of Cash Flows for the Year Ended 31 March 2024

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

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

The Council for Voluntary Service Uttlesford

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

1 Charity status

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

The address of its registered office is:

1 Forest Court
Stortford Road
Great Dunmow
Essex
CM6 1DA

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

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

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Basis of preparation

The Council for Voluntary Service Uttlesford meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

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

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

Income and endowments

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

Donations and legacies

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

The Council for Voluntary Service Uttlesford

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

Investment income

Investment income consists of bank interest received from cash deposits.

Charitable activities

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

Expenditure

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

Charitable activities

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

Grant provisions

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

Support costs

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

Governance costs

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

Taxation

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

Intangible assets

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

Tangible fixed assets

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

The Council for Voluntary Service Uttlesford

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

Amortisation

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

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

Depreciation and amortisation

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

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

Trade debtors

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

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

Cash and cash equivalents

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

Trade creditors

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

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

Borrowings

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

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

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

The Council for Voluntary Service Uttlesford

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

Fund structure

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

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

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

Pensions and other post retirement obligations

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

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

3 Income from donations and legacies

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

The Council for Voluntary Service Uttlesford

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

4 Income from charitable activities

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

The Council for Voluntary Service Uttlesford

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

5 Investment income

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

6 Other income

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

The Council for Voluntary Service Uttlesford

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

7 Expenditure on charitable activities

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

The Council for Voluntary Service Uttlesford

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

8 Analysis of governance and support costs

Charitable activities expenditure

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

Governance costs

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

The Council for Voluntary Service Uttlesford

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

9 Net incoming/outgoing resources

Net incoming resources for the year include:

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

10 Trustees remuneration and expenses

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

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

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

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

11 Staff costs

The aggregate payroll costs were as follows:

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

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

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

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

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

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

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

The Council for Voluntary Service Uttlesford

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

12 Independent examiner's remuneration

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

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

13 Taxation

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

14 Intangible fixed assets

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

The Council for Voluntary Service Uttlesford

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

15 Tangible fixed assets

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

16 Debtors

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

17 Cash and cash equivalents

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

The Council for Voluntary Service Uttlesford

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

18 Creditors: amounts falling due within one year

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

19 Funds held as Custodian Trustee on behalf of others

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

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

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

The Council for Voluntary Service Uttlesford

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

20 Funds

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

The Council for Voluntary Service Uttlesford

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

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

The Council for Voluntary Service Uttlesford

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

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

Designated funds:

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

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

Restricted funds:

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

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

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

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

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

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

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

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

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

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

PCN Development Fund - health promotion within the community.

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

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

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

Volunteering - development and promotion of volunteering opportunities within Uttlesford.

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

The Council for Voluntary Service Uttlesford

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

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

21 Analysis of net assets between funds

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

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

22 Analysis of net funds

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

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

The Council for Voluntary Service Uttlesford

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

23 Related party transactions

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

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

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

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