

Company Registration Number: 04481253

Charity Registration Number: 1098666

24 OCT 2022

The Mashamshire Community Office

(A company limited by guarantee)

Annual Report and Financial Statements

For the Year Ended 31 March 2022



The Mashamshire Community Office

Contents

Reference and Administrative Details	1
Structure, Governance and Management	2
Trustees' Report	3 to 8
Statement of Trustees' Responsibilities	9
Independent Examiner's Report	10
Statement of Financial Activities	11
Balance Sheet	12
Notes to the Financial Statements	13 to 18

The Mashamshire Community Office

Reference and Administrative Details

Trustees	P F Theakston (Chairman) D Marr T D I Klemz S J Briggs P Keigwin J Fuller S Palin (Treasurer) G Pearson C J Greensit (resigned 3 March 2022) Marie-Christine Brummel (appointed 27 January 2022) Hazel Wade (appointed 27 January 2022)
Company Secretary	H E Jackson
Information Officer	A N McIntosh
Principal Office	7 Little Market Place Masham Ripon North Yorkshire HG4 4DY
Registered Office	7 Little Market Place Masham Ripon North Yorkshire HG4 4DY
Company Reg No.	4481253
Charity Reg No.	1098666
Independent Examiner	Clarksons Thornborough Hall Moor Road Leyburn North Yorkshire DL8 5AB

The Mashamshire Community Office Structure, Governance and Management

Governing Document

The Mashamshire Community Office is a Company limited by guarantee governed by its Memorandum and Articles of Association dated 20th May 2002. It is registered as a Charity with the Charity Commission. Members undertake to contribute £10 to the Company's assets should it be wound up.

Appointment of Trustees

The Trustees are appointed by the members in accordance with the terms of the Company's Articles of Association. One third of the Trustees automatically retire at each Annual General Meeting and are available for reappointment if they so wish.

Trustee Qualification

Trustees are chosen from individuals with appropriate experience and who possess a good knowledge of the areas of support covered by the Charity's objectives.

Organisation

The Board of Trustees, which shall not be less than two members, administers the Charity. The Board of Trustees meet at least 6 times per year and hold an annual AGM. A steering group meets monthly to progress initiatives and a manager is appointed by the Trustees to manage the day-to-day operations of the Charity.

The Mashamshire Community Office Trustees' Report

OVERVIEW

The Trustees of Mashamshire Community Office, who are directors for the purposes of company law, present the annual report of the company, together with the financial statements and independent examiners report of the company, for the year ended 31st March 2022.

The purpose of the Mashamshire Community Office is to promote and deliver a broad range of services and activities that further the interests of both Masham and the wider Mashamshire community.

OUR GOALS:

MCO was established to further the community's economic prosperity, quality of life and access to appropriate services by:

- Partnering with others to provide our community, residents, and local businesses with easy access to information and the services they need.
- Promoting Mashamshire - its location, its businesses and its facilities, by providing information and services to visitors and potential visitors.
- Maintaining a stable financial position and sustainable future for Mashamshire Community Office.

OUR OBJECTIVES:

- To develop the skills and capabilities of our trustees, staff and volunteers to ensure our services are the best they can be.
- To maintain a welcoming "hub" for both visitors and local residents or businesses in our rural community to access the services and information they need.
- To ensure our digital resources i.e., data, website and social media, are maximized to the benefit of our community.
- To make connections with people, partners and organisations, locally and in the wider area, to work together to benefit our community.
- To ensure through good governance, a secure and sustainable future for our organisation.

ACHIEVEMENTS & PERFORMANCE

The period 2020-2021 has seen us rebuild our activities as the lockdown restrictions eased and community confidence slowly was regained. We have moved through the second stage of our two-year strategic plan which trustees adopted in 2019. We have continued to improve the efficiency

and professionalism of our core activities. This has strengthened our relationships and connections with stakeholders and enabled us to work in partnership on new initiatives such as our successful wellbeing walks. We have successfully positioned ourselves as a community action “enabler” working closely with other charities such as MIND and Citizens’ Advice in Harrogate, to connect them with our rural community.

We continue to achieve our objectives through partnership – from May 2021 we created a new income stream through partnering with Fleece Artists’ Cooperative. We provide them with a venue to showcase and sell their work and we raise valuable additional funds for MCO which enable us to continue supporting our rural community.

We have continued to meet the needs of Mashamshire in our role as a Community Support Organisation (appointed by NYCC). We continue to support residents with shopping and prescription collections and act as a conduit for resources and information from NYCC and Harrogate Borough Council. We have also attempted to meet the increased demand for information on digital support, financial, health and wellbeing and the desire for social contact. Our commitment to supporting the vaccination roll out at Ripon Racecourse also continued.

All these activities have been possible thanks to our dedicated staff and the many volunteers who have contributed enthusiastically and professionally to the changing circumstances during this period. We have continued to be best placed to provide our whole community with information, support and referrals as needed through the activities outlined below:

OUR CORE ACTIVITIES

- Providing a one-stop access hub where information about North Yorkshire County Council, Harrogate Borough Council and Masham Parish Council Services is available to our community and Tourism Information is readily available to visitors.
- Providing a point of contact and physical base for North Yorkshire Police and the Police Community Support Officers.
- Keeping our community connected to up-to-date information, both by being a physical hub at the heart of Masham, and by developing and our online and digital communication channels. We send weekly e-newsletters to approx. 700 recipients and digital and social media channels have also seen increased engagement - our e-newsletter subscriber list has grown almost 150% and our Facebook page has seen 126% growth in followers.
- Providing a home for, and supervising the recruitment and operation of volunteers, to run the Masham Community Library. Our Library volunteers provided access to library lending services and facilitated initiatives such as the Summer Reading Challenge and Buzzy Bees encouraging young readers. We also dedicate a weekly slot for Masham Primary School and Acorns children to attend story time.
- Our office staff and volunteers continued to provide access to our jigsaw and book exchange, which saw high demand and provides invaluable activities for our community.

- Supporting the provision of preschool childcare in Masham by providing a venue for Acorns Preschool setting.
- Providing local artists and craftspeople with an opportunity to showcase and sell their work and reach new audiences by partnering and providing a venue for Fleece Artists' Cooperative.
- Providing a central point for information and feedback regarding public transport and local transport options in our rural area – enabling our community to stay connected.
- Promoting Local Businesses and Community Groups via the production of the Mashamshire Community Office Directory, delivered to 1,000+ residents, the VisitMasham.com website which attracts an average of 4,750 users per month. We support the promotion of Mashamshire and the local economy. We have enabled businesses and groups to network and collaborate for the benefit of the whole community.
- Providing a platform for businesses and groups to promote themselves. This includes booking services for local events, venues, and other community facilities to enable them to effectively reach both local and wider audiences. We sold tickets for 18 local events during 2021-2022.
- Providing face to face learning opportunities to develop key skills and awareness, both for work and community. According to demand, we commission appropriate learning events to support both businesses and voluntary groups. By doing this we can provide access to learning at a lower cost, and where appropriate, we seek funding support. We coordinated Dementia Awareness training and Emergency First Aid training upskilling 27 individuals locally during this period.
- Planning and running events, initiating activities, or partnering with others to promote general wellbeing strengthening our community.
- Recruiting and supporting volunteers within our community to enable all these activities.

NEW INITIATIVES

- In January 2021 we were asked to support the vaccination centre at Ripon Racecourse. We have continued this throughout 2021-2022 - we organised and supported our volunteers to deliver 32 half day shifts to marshal at the site to enable a successful vaccination roll out.
- Our role as a Community Support Organisation has continued. We have assisted with shopping and prescription collections as well as finding new ways to develop people's confidence and independence, post lockdown, through assisted shopping trips, informal phone check-ins and supported volunteering opportunities.

- Nearly 180 volunteers stepped up to support us – keeping the office running, making sure our community had up to date information, collecting shopping and prescriptions, keeping our library services going during the crisis and marshalling at the vaccine centre. Thanks to the Coop and Black Sheep Brewery, we were able to hold a celebration event in November 2021, to thank our many volunteers for their support throughout the pandemic and beyond.
- We restarted face to face Masham Connections business network meetings, organising two meetings - keeping local businesses connected creating a mutually supportive environment for cross communication and collaboration.
- We enabled new provision of mental health support services in Masham, by providing a base for MIND in Harrogate to offer support. We promoted the new weekly service and partnered with them to facilitate Mental Health First Aid training in March 2022, upskilling 15 individuals in our community.
- We successfully established a weekly wellbeing walking group in March 2022. “Masham Strollers” is organised in partnership with North Yorkshire Sport and Coop. We welcomed 36 attendees at the 4 sessions during March and the walks continue today.
- Also in March 2022, we ran a Health and Wellbeing event with the aim of fostering relationships between support groups to encourage working together for the benefit and wellbeing of the Mashamshire Community. 19 agencies and 50 individuals attended and as a result, 82% of exhibitors and attending agencies have an improved knowledge of health and wellbeing provision in Mashamshire with 88% saying they have improved connections with other organisations.
- During 2021-2022, in consultation with NYCC Stronger Communities, we investigated the need for a telephone befriending service in Masham to alleviate loneliness and isolation in the community following the pandemic. However, the research and feasibility work revealed that the need was limited due to the fact that specialist befriending and mental health support organisations were already planning to offer a similar service across Mashamshire. MCO continues to provide informal befriending by being a welcoming local hub where people can feel a sense of belonging just by walking through the door. We can now signpost to more formal services if needed.
- During the period post lockdown, MCO has focussed on strengthening partnerships with support agencies and charities working in Mashamshire. We have built close working relationships with Citizens’ Advice, MIND, Warm and Well, Red Cross, Carers Resource, Social Prescriber, HADCA, Age UK, Dementia Forward. MCO has seen an increase in requests for information and help and we are well placed to signpost people to the help they need.
- MCO produced the Jubilee programme as an offer in kind to support Masham’s Jubilee Committee and we see this as very much in line with our roles as the glue that keeps the community connected.

VOLUNTEERS

MCO relies on the dedication, passion and skills of our volunteers and we are grateful for their continued support.

During this financial year, volunteers have contributed almost 8,000 voluntary unpaid hours to support our activities including:

- Office support including front desk, administration, and maintenance
- Community support including Covid support, vaccination marshalling, digital support, business support, events and health and wellbeing initiatives
- Communications including website content, email newsletter production, social media, poster, and leaflet production
- Organisation and strategic support including finance and funding applications, recruitment and HR, marketing, and systems.

We want to continue to provide valuable, supported and rewarding opportunities for people to volunteer in the future.

FINANCIAL REVIEW

The Trustees have maintained funding levels to enable the charitable activities to continue and are grateful for the support from Harrogate Borough Council, North Yorkshire County Council and Masham Parish Council.

To enable the Charity to maintain its work, MCO has continued to rely heavily on generating additional income from booking services provided to Masham Town Hall, community gallery commissions, sales of merchandise, and support through subscriptions to the Visit Masham website and Masham Directory.

Covid continued to have an impact on this self-generated income, however a combination of CSO funding, donations and local business support combined with close management of expenditure, has resulted in a consistent financial position.

RESERVES POLICY

In accordance with the Charity Commissions guidelines the trustees have considered the reserve needs of the charity. As at 31 March 2022 the charitable company's funds of £53,132 were unrestricted. The Trustees have reviewed the reserves policy which considers the current situation. The Trustees' objective is for the charitable company to have reserves that are equal to at least six months budgeted expenditure.

The balance held as unrestricted funds of £53,132 includes statutory and contractual liabilities with actual free reserves assessed as £18,132. Actual 6-month cash payments are £35,000. The current levels of reserves are higher than this level. Included in restricted reserves is an amount of £50,000 designated to cover:

- funds for the purchase of the freehold of the building at the end of our lease term in 2023
- investment in additional MCO staff capacity to assist with the workload associated with the building purchase and the production of grant applications

INVESTMENT POLICY

The trustees have adopted a prudent attitude to investments and risks and believe that, by the utilisation of interest-bearing investment accounts, they maximise the income available and protect the capital investment. Investment performance is reviewed at each trustees' meeting.

PLANS FOR FUTURE PERIOD

Our physical base, at the heart of our community, is what enables us to continue the work we've done so successfully in our rural community - supporting more than 80 community groups, 100 businesses, responding to over 10,000 visitor enquiries and 1,000 resident enquiries each year.

In early 2022 trustees set out an updated Strategic Plan with the most urgent objective being to ensure security of tenure regarding our physical base, as we approach the end of our current lease from North Yorkshire Police.

The North Yorkshire Police, Fire and Crime Commissioner has subsequently decided to co-locate fire and police estate requirements in Masham. This means Mashamshire Community Office has the exciting opportunity to purchase the building which we have operated from for the past 20 years. We are working closely with the Police and our various stakeholders to develop and progress a strategy to raise the funds required for purchase. This will secure our position in the heart of Masham for the future.

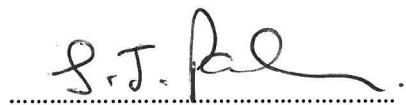
The Board will continue to monitor our position in the current, highly uncertain climate. We will ensure we are aware of changes, risks and new opportunities presented by changes in the local government environment and the voluntary sector as a whole.

Alongside this, we are acutely aware of the current economic challenges facing our community with the cost of living and fuel crises now playing out. We continue to be the glue that strengthens our community and with the support of our dedicated staff, volunteers, partners, and stakeholders we will continue to keep residents, businesses and visitors connected and supported as we move through the coming year.

APPROVAL

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies by order of the Trustees.

The annual report was approved by the trustees of the charity on 8 November 2022 and signed on its behalf by:

A handwritten signature in dark ink, appearing to read 'S. J. Palin', is written over a dotted line.

S Palin

Treasurer and Trustee

The Mashamshire Community Office Statement of Trustees' Responsibilities

The trustees (who are also the directors of The Mashamshire Community Office for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

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 its incoming resources and application of resources, including its income and expenditure, 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 UK Accounting Standards 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 adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees of the charity on 8 November 2022 and signed on its behalf by:



P F Theakston
Chairman and Trustee

The Mashamshire Community Office
Independent Examiner's Report to the trustees of The Mashamshire Community Office

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2022 which are set out on pages 11 to 18.

Respective Responsibilities of Trustees and Examiner

As the charity's trustees of The Mashamshire Community Office (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').

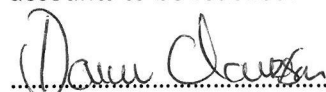
Having satisfied myself that the accounts of The Mashamshire Community Office are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 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

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 Mashamshire Community Office 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.


.....

Dawn Clarkson
Clarksons
Thornborough Hall
Leyburn
North Yorkshire
DL8 5AB

8 November 2022

The Mashamshire Community Office
Statement of Financial Activities for the Year Ended 31 March 2022
(Including Income and Expenditure Account and Statement of Total Recognised
Gains and Losses)

		Unrestricted funds £	Restricted funds £	Total 2022 £
	Note			
Income and Endowments from:				
Donations Grants and Legacies	3	53,369	0	53,369
Charitable Activities	4	15,129	0	15,129
Other trading activities	5	23,050	0	23,050
Investment Income	6	479	0	479
Total Income		92,026	0	92,026
Expenditure on:				
Raising funds	7	17,218	0	17,218
Charitable Activities	8	71,277	12,286	83,563
Total Expenditure		88,495	12,286	100,781
Net (expenditure)/income		3,531	-12,286	-8,755
Designated Funds Purchase of Building		-50,000	50,000	0
Net movement in funds		-46,469	37,714	-8,755
Reconciliation of funds				
Total funds brought forward		99,600	12,869	112,469
Total funds carried forward	16	53,132	50,583	103,714
		Unrestricted funds £	Restricted funds £	Total 2021 £
	Note			
Income and Endowments from:				
Donations Grants and Legacies	3	63,712	1,000	64,712
Charitable Activities	4	12,617	0	12,617
Other trading activities	5	17,121	0	17,121
Investment Income	6	740	0	740
Total Income		94,189	1,000	95,189
Expenditure on:				
Raising funds	7	4,449	0	4,449
Charitable Activities	8	61,895	12,190	74,085
Total Expenditure		66,344	12,190	78,534
Net (expenditure)/income		27,845	-11,190	16,655
Net movement in funds		27,845	-11,190	16,655

The Mashamshire Community Office
(Registration Number 04481253)
Balance Sheet as at 31 March 2022

	Note	2022 £	2021 £
Fixed Assets			
Tangible assets	11	3,501	11,445
Current assets			
Stocks	12	1,511	1905
Debtors	13	1,769	4,016
Cash at bank and in hand		102,984	97,186
		<u>106,264</u>	<u>103,106</u>
Creditors: Amounts falling due within one year	14	-6,051	-2,082
Net current assets (liabilities)		<u>100,213</u>	<u>101,024</u>
Total assets less current liabilities		103,714	112,469
Creditors: Amounts falling due after more than one year	15	0	0
Net assets		<u><u>103,714</u></u>	<u><u>112,469</u></u>
Funds of the charity:			
Restricted funds		50,583	12,869
Unrestricted funds		53,132	99,600
Total funds	16	<u><u>103,714</u></u>	<u><u>112,469</u></u>

For the financial year ending 31 March 2022 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

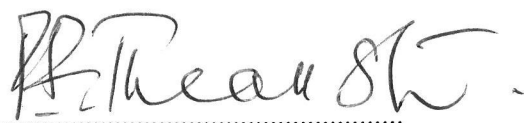
Directors' responsibilities

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

The financial statements on pages 11 to 18 were approved by the trustees, and authorised for issue on 08 November 2022 and signed on their behalf by:



P F Theakston
Chairman and Trustee

The Mashamshire Community Office
Notes to the Financial Statements for the Year Ended 31 March 2022

1 Charity status

The charity is limited by guarantee, incorporated in England, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £10 towards the assets of the charity in the event of liquidation.

The address of the registered office is:

7 Little Market Place
Masham
Ripon
North Yorkshire
HG4 4DY

The principal place of business is:

7 Little Market Place
Masham
Ripon
North Yorkshire
HG4 4DY

These financial statements were authorised for issue by the trustees on 08 November 2022

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 (FRS102) (effective 1 January 2015) - (Charities SORP (FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102). They also comply with the Companies Act 2006 and Charities Act 2011.

Basis of preparation

The Mashamshire Community Office meets the definition of a public benefit entity under FRS102. 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.

Exemption from preparing a cash flow statement

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

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.

The Mashamshire Community Office
Notes to the Financial Statements for the Year Ended 31 March 2022

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.

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

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.

Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

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, including audit, strategic management and trustee's meetings and reimbursed expenses.

Government grants

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

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.

The Mashamshire Community Office
Notes to the Financial Statements for the Year Ended 31 March 2022

Tangible Fixed Assets

Individual Fixed Assets costing £100.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

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:

Leasehold Property	5% straight line basis over the lease of 20 years
Fixtures, Fittings and Equipment	20% reducing balance basis

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.

Fund structure

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

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.

The Mashamshire Community Office
Notes to the Financial Statements for the Year Ended 31 March 2022

3 Income from Donations

	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
Donations and legacies;				
North Yorkshire Police Authority	7,150		7,150	7,150
General	1,106		1,106	2,581
Grants, including capital grants;				
NYCC	4,000	0	4,000	5,000
Harrogate Borough Council	9,500		9,500	9,800
Masham Parish Council	3,500		3,500	3,500
Government Grants - Covid support	28,113		28,113	36,681
	53,369	0	53,369	64,712

4 Income from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
Project Grants	15,090		15,090	5,292
Statutory Sick/Maternity Pay Refund	39		39	7,325
	15,129	0	15,129	12,617

5 Income from other trading activities

	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
Rent, sales and other income	23,050		23,050	17,121

6 Investment income

	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
Interest receivable	479		479	740

The Mashamshire Community Office
Notes to the Financial Statements for the Year Ended 31 March 2022

7 Expenditure on raising funds

	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
Costs of Raising Funds	17,218	0	17,218	4,449
	<u>17,218</u>	<u>0</u>	<u>17,218</u>	<u>4,449</u>

8 Expenditure on charitable activities

	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
Governance costs	9 71,277	12,286	83,563	74,085

£71,277 (2021 - £61,895) of the above expenditure was attributable to unrestricted funds and £12,286 (2021 - £12,190) to restricted funds.

9 Analysis of governance and support costs

	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
Accountancy fees	2,327	128	2,455	2,283
Legal fees	13	0	13	13
Marketing and publicity	3,508	184	3,692	2,085
Employment Costs	41,659	2,818	44,477	40,599
Rent	6,828	322	7,150	7,150
R & R Grant	161	931	1,092	1,000
Liftshare scheme	310	0	310	0
Other governance costs	16,471	7,904	24,374	20,955
	<u>71,277</u>	<u>12,286</u>	<u>83,563</u>	<u>74,085</u>

The rent shown includes £7,150 for rental of the offices estimated by the Trustees and this is shown as a donation to the Charity in Note 3 as rent is not currently being paid.

The average number of employees during the year totalled 4 (2021 - 4). These staff undertook administrative duties.

10 Taxation

The charity is a registered charity and is therefore exempt from taxation

11 Tangible Fixed Assets

	Short leashold property £	Fixtures, fittings and equipment £	Total £
Cost			
At 1 April 2021	158,598	14,181	172,779
Additions	0	678	678
Disposals	0	0	0
At 31 March 2022	<u>158,598</u>	<u>14,859</u>	<u>173,457</u>
Depreciation			
At 1 April 2021	149,931	11,403	161,334
Charge for the year	7,930	691	8,621
Disposals		0	0
At 31 March 2022	<u>157,861</u>	<u>12,094</u>	<u>169,955</u>
Net book value			
At 31 March 2022	<u>737</u>	<u>2,764</u>	<u>3,501</u>
At 31 March 2021	<u>8,667</u>	<u>2,778</u>	<u>11,445</u>

The Mashamshire Community Office
Notes to the Financial Statements for the Year Ended 31 March 2022 continued

12 Stocks	Total 2022 £	Total 2021 £
Stocks	1,511	1,905

13 Debtors	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
Trade debtors	1,298		1,298	3,452
Other debtors	471		471	564
	1,769	0	1,769	4,016

14 Creditors: amounts falling due within one year	Total 2022 £	Total 2021 £
Trade creditors	433	787
Accruals and deferred income	2,395	1,295
Other creditors	3,223	0
	6,051	2,082

15 Creditors: amounts falling due after one year	Total 2022 £	Total 2021 £
Other creditors	0	0
Deferred Income	0	0
	0	0

16 Funds	Balance at 01-Apr-21 £	Incoming Resources £	Designated Funds Purchase of Building	Resources expended £	Balance at 31-Mar-22 £
Unrestricted funds	99,600	92,026	-50,000	-88,495	53,132
Restricted funds	12,869	0	50,000	-12,286	50,583
Total funds	112,469	92,026	0	-100,781	103,714

	Balance at 01-Apr-20 £	Incoming Resources £	Designated Funds Purchase of Building	Resources expended £	Balance at 31-Mar-21 £
Unrestricted funds	71,755	94,189	0	-66,344	99,600
Restricted funds	24,059	1,000	0	-12,190	12,869
Total funds	95,814	95,189	0	-78,534	112,469

17 Analysis of net assets between funds	Unrestricted Funds General £	Total funds £
Tangible fixed assets	3,501	3,501
Current assets	106,264	106,264
Current liabilities	-6,051	-6,051
	103,714	103,714

18 Analysis of net funds	At 1 April 2021 £	Cash flow £	At 31 March 2022 £
Cash at bank and in hand	97,186	5,799	102,984
Net debt	97,186	5,799	102,984