

COMPANY NUMBER: 05020016
CHARITY NUMBER: 1102160

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

(a company limited by guarantee)

TRUSTEES' REPORT and FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 MARCH 2021

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

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COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

FOR THE YEAR ENDED 31 MARCH 2021

Reference and administrative details

Charity number: 1102160

Company number: 05020016

Registered Office: Northfleet Veterans Club The Hill, Northfleet, Gravesend, Kent, DA11 9EU

Directors and Trustees

The directors of the charitable company (the charity) are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees.

The directors serving during the year and since the year-end were as follows:

S Hart	CAS Training – Chair
A Upstill	North Kent MIND – Vice Chair
J Thornton	Independent
Cllr A Ridgers	Independent
Cllr A Sandhu MB	Dartford Borough Council Rep
M Keating	Chief Officer and Company Secretary

Bankers	CAF Bank 25 Kings Hill Avenue West Malling, ME19 4TA
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Independent Examiner	J P Healey FCA Lindeyer Francis Ferguson Limited Chartered Accountants North House 198 High Street Tonbridge, Kent TN9 1BE
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Solicitors	Ross Green & Crowe Solicitors 23-25 Copperfields, Dartford, Kent DA1 2DE
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COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

CHAIR'S REPORT FOR THE YEAR ENDED 31 MARCH 2021

Like most other businesses in our sector the last 12 months have been difficult with a combination of the pandemic and funding constraints. And understandably this uncertainty has proved unsettling for the team. However, once again I am happy to say that with the support of our CEO, Marilyn Keating, the team rose to these challenges.

CVS managed to sustain most of its existing work even with our doors closed but did take a financial hit with the loss of some income through not being able to host face to face training. But as with last year, CVS was able to adapt to ensure those in need received support and information through a quickly changing world.

CVS stepped up its e-bulletin ensuring essential information was relayed to partners across our sector as quickly as possible and realigned its existing Giving World project to meet with the new pandemic regulations.

As the year progressed, we worked with CAP Enterprises using funding from the Kent County Councils Strategic Recovery Fund to develop a long-term plan to re-establish connectivity in North Kent with our new North West Kent Together project. At the time of writing the proposal is still in development and dependent on a lottery bid, but if successful should help CVS plan well into the future.

And it's this year that we say goodbye to Jaki Farrugia, who retired after 19 years' service. Like the rest of the CVS team, Jaki took a personal hit in the reduction of her hours to ensure the survival of CVS through the most difficult times. I speak for the board when I extend our thanks to Jaki for her service and wish her well for the future.

As chair, I think it is important to say that for CVS to stay relevant in this ever-changing climate and to survive into the future, we must reposition the organisation as the first point of contact for our sector, leading and shaping support for organisations, bringing partners together and ensuring representation and support across the whole of DGS. The strengthening of our board is an essential part of the work needed.

Finally, I would like to take this opportunity to thank all our staff for their efforts and to wish our partner organisations well for the coming year. No doubt there will be challenges but I think we are as well prepared as we can be to face them and continue to support the voluntary and community sectors of Dartford, Gravesham and Swanley.



Susan Hart - Chair

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021

The Directors are pleased to present their report together with financial statements of the charity for the year ending 31 March 2021.

Structure, Governance and Management

Governing document

Council for Voluntary Service North West Kent (CVSNWK) is a company limited by guarantee governed by its Memorandum and Articles of Association dated 12 January 2004 and amended to allow for current governance arrangement on 29 June 2005, 6 September 2006, and the 7 August 2009. It is registered as a charity with the Charity Commission.

Appointment of Trustees

As set out in the Articles of Association, the Chair of the trustees is elected by the Board, following the Annual General Meeting (AGM) The Board is comprised of between 5 and 15 trustees.

All members are circulated with invitations to nominate trustees prior to the AGM, advising them of the number of vacancies and requesting nominations.

Nominees appointed by the Borough and District Councils are subject to the appointment processes of those bodies and the guidelines on appointment to public office as they apply to Local Government nominees.

Expectations of Trustees

The Trustees are expected to attend Board meetings regularly; understand and be committed to CVSNWK policies on values and equal opportunities; share in the governance of the organisation, by agreeing to work in sub-committees and working groups; support all decisions once the majority of the Board has reached them; and be willing to participate in training and strategy meetings.

Trustee induction and training

New trustees undergo an orientation half day to brief them on their legal obligations under charity and company law, the content of the Memorandum and Articles of Association, the Board and decision-making processes, the business plan, and recent financial performance of the charity. During their induction they meet key employees and other trustees. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

Organisation

The Board administers the charity and meets bi-monthly during the year. Working groups are created as and when required. A Chief Officer is appointed by the trustees to manage day-to-day operations of the charity. To facilitate operations, the Chief Officer has delegated authority, within terms of delegation approved by the trustees for operational matters including finance, employment and other performance related activity.

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021

Risk Management

The trustees have a risk management strategy, which comprises:

- An annual review of the risks the charity may face.
- The establishment of systems and procedures to mitigate those risks identified in the plan.
- The implementation of procedures designed to minimise any potential impact on the charity should those risks materialise.
- Dependency on grants continues to be one of the main risks associated with the charity. However, steps are being taken to build up designated reserves for the charity.

Objectives and activities

The charity's objects and its principal activity for the year continues to be that of promoting any charitable object for the benefit of the community such as development of facilities, protection of health, relief of poverty, promotion of education and learning, primarily, but not exclusively, within the Dartford, Gravesham and Swanley area. The strategies employed to assist the charity to meet these objectives included the following:

- Develop and enhance the provision of information services to meet the needs of the voluntary and community sector.
- Increase the provision and take-up of volunteering opportunities.
- Build capacity of the Charity voluntary organisations and community groups to enable them to secure funds for their activities and services.
- Provide a comprehensive training programme; and
- Promote and participate in local partnerships.

Public Benefit

The Trustees have had due regard to the guidance issued by the Charity Commission on public benefit when reviewing the charity's objectives and planning for the future.

Achievements and performance

Information services

Bi-weekly e-bulletins are received by our members containing information on funding sources, employment, volunteer opportunities, local activities, training events, funding opportunities, promotion of other voluntary organisations, legal updates and any other relevant news for the Sector. Thanks goes to Sevenoaks District Council whose grant is used to part pay for this service so we can continue this useful and well received e-bulletin.

During lockdown we changed the format slightly to include Government updates on Covid-19 and Lockdown, including the furlough scheme. We shared how organisations were offering services remotely to ensure their clients were able to access services. We also advertised all the Emergency Funding that was available to the Sector during this period.

Due to the change in funding CVSNEWK no longer offers free infrastructure support, although we provide a 30-minute telephone consultation to groups where we can offer advice and local knowledge regarding existing groups. We would then signpost to the relevant Kent Infrastructure organisation awarded the KCC contract for free support.

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021

Volunteering opportunities

We continue to work closely with the local NWK Volunteer Centre signposting enquiries of prospective volunteers to them as and when we are able. We also use volunteers within our organisation, in the office or assisting at events and within our projects.

Training programmes

CVSNWK continues to work with the Response Training Programme in partnership with Kent Adult Education. Several courses are run over the year. These Communities into Employment courses are specifically aimed at people who are unemployed, in low skilled/low paid jobs, particularly lone parents, disabled and anyone deemed to be disadvantaged in being able to gain paid employment. The courses are free to learners who fall into the above criteria. Courses include accredited courses which included Level 1 in Food Safety, Health & Safety Level 2, First Aid at Work, the non-accredited courses included Crafts, Hand Massage, Chair based exercise etc.

CVSNWK can offer or arrange different types of training when required, which have included Introduction into QuickBooks, Safeguarding, Risk Assessment, etc these are usually booked for an organisation who wish to train their staff and volunteers. There is a charge for these courses.

Local Partnerships

CVSNWK continues to work closely with the Northfleet North Big Local, as its Local Trusted Organisation (LTO) to hold and maintain the funding of £1 million as and when it is drawn down from the Big Lottery. CVSNWK also employs the staff that are needed for NBL and attends regular Partnership meetings offering advice when required.

CVSNWK also supplies additional support and services to Northfleet Big Local for which it is paid.

CVSNWK hosts the Gravesham Day Centre project, employing and seconding the five workers who are placed there. The CEO attends regular Team Meetings to ensure the project is working smoothly and the project continues to work within its budget.

Our Place

The project continues to run on a smaller scale. Our swop shop was not able to run during the lockdown, but we offered an order and collection service for families in need, which proved popular.

Once we were allowed to re-open, we decided not to take in second-hand items and only offer the free items we receive from our Partners at Giving World. Goods include clothes, household products, toiletries, toys, books, etc which are given by Business which would otherwise go to landfill.

The Community Shop is a successful project and well attended – we hope to re-introduce the Pop In alongside this once we can. This allows community members to come along for a cup of coffee/tea and biscuit and sit with other members of the community and find out more about what goes on in the area. This breaks down social isolation and encourages people to become more involved in their community.

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021

National Association for Voluntary and Community Action (NAVCA)

Due to the achievement of our Quality Award, we continue to display the NAVCA Quality Mark on all our materials.

Reserves policy & Financial Review

Any funds donated to Council for Voluntary Service North West Kent for a specific purpose will be classed as a restricted reserve.

It is the policy of CVSNEWK to maintain unrestricted funds, which are the free reserves of the Charity, at a level, which enables the charitable company to have sufficient funds to cover management, administration and support costs and to respond to emergency applications of grants, which arise from time to time.

At the year end the charity had unrestricted free reserves of £29,214 (2020: £11,248) representing approximately 12 months of unrestricted expenditure in 2021. As per note 2.1, sufficient reserves are required to ensure the charitable company continues for the foreseeable future, until such point as alternative sources of funding is obtained to cover infrastructure services. The Trustees are closely monitoring the situation and ensuring plans are in place to ensure the charitable company can continue for the foreseeable future.

The Trustees believe that the charity's reserves as at 31 March 2021 are adequate for the existing activity of the charity, but this is under review based on future developments on funding streams.

Plans for the future

CVSNEWK continue to look at ways of diversifying its income and also to continue to apply for grants, mostly for Core funding, which proves difficult. The Board of Trustees and Staff continues to look at different ways of achieving this. We are working more in partnership and are being aware of other ways of income generating for the charity and further developing income generation. This continues to be done in part by offering our CVSNEWK training service along with the facilitation of events, Funds Held account, Payroll Services and Disclosure and Barring Service.

We will be looking to restructure CVSNEWK (funding allowing) after Covid to strengthen the Voluntary Sector and continue to strengthen our services to support our members, which have seen effective use of the Disclosure and Barring Service we offer, which is a valuable resource for the sector. We continue to undertake the administrative duties for the Gravesham 50+ Forum, managing and updating their database of over 200+ members, sending out invites and collating attendee's confirmations to the events and producing signing in sheets for the Event. Our Funds Held service for small grass roots groups or newly formed unincorporated organisations continues to prove to be an extremely useful and much needed service.

We are looking at other income generated services we could offer to the Sector and to build on our highly successful 'Our Place' project.

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021

Trustees' responsibilities statement

The Trustees (who are also directors of Council for Voluntary Service North West Kent 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).

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 the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently.
- observe the methods and principles in the Charities SORP.
- make judgments and accounting estimates that are reasonable and prudent.
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

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.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website.

This report was approved by the Trustees, on 5 January 2022 and signed on their behalf by:



Susan Hart – Chair

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

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

I report to the trustees on my examination of the accounts of Council for Voluntary Service North West Kent ('the charity') for the year ended 31 March 2021.

Responsibilities and basis of report

As the Trustees of the charity (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.

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

Independent examiner's statement

I have completed my examination. I confirm that no material 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 company as required by section 130 of the 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 Companies Act 2006 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.



J P Healey FCA

Date: 25 January 2022

Lindeyer Francis Ferguson Limited
North House
198 High Street
Tonbridge
Kent TN9 1BE

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2021


		<i>Unrestricted funds 2021 £</i>	<i>Restricted funds 2021 £</i>	<i>Total funds 2021 £</i>	<i>Total funds 2020 £</i>
	Note				
Income from:					
Grants and donations		25,166	-	25,166	51
Charitable activities	3	47	149,801	149,848	187,934
Other trading activities	5	16,525	-	16,525	21,905
Investments		16	22	38	329
		<u>41,754</u>	<u>149,823</u>	<u>191,577</u>	<u>210,219</u>
Expenditure on:					
Raising funds	7	2,612	-	2,612	6,039
Charitable activities	4	21,176	175,065	196,241	206,126
		<u>23,788</u>	<u>175,065</u>	<u>198,853</u>	<u>212,165</u>
Net income/(expenditure)	10	17,966	(25,242)	(7,276)	(1,946)
Transfers between funds		-	-	-	-
Net movement in funds		<u>17,966</u>	<u>(25,242)</u>	<u>(7,276)</u>	<u>(1,946)</u>
Reconciliation of funds:					
Total funds brought forward		11,248	81,160	92,408	94,354
Total funds carried forward	16	<u>29,214</u>	<u>55,918</u>	<u>85,132</u>	<u>92,408</u>

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

BALANCE SHEET
AS AT 31 MARCH 2021

	Note	2021 £	2021 £	2020 £	2020 £
Fixed assets					
Tangible assets	12		1,491		2,236
Current assets					
Debtors	13	694		4,616	
Cash at bank and in hand		127,752		122,080	
		<u>128,446</u>		<u>126,696</u>	
Liabilities					
Creditors: amounts falling due within one year	14	(44,805)		(36,524)	
Net current assets			83,641		90,172
Total net assets			<u>85,132</u>		<u>92,408</u>
The funds of the charity					
Unrestricted funds			29,214		11,248
Restricted funds			55,918		81,160
Total funds	16		<u>85,132</u>		<u>92,408</u>

Approved by the board of trustees on 5 January 2022 and signed on its behalf by:



S Hart
Chair

Company number: 05020016

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

1 STATUS

Council for Voluntary Service North West Kent is a charitable company limited by guarantee incorporated in England and Wales. In the event of a winding up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is Northfleet Veterans Club, The Hill, Northfleet, Gravesend, Kent, DA11 9EU.

2 ACCOUNTING POLICIES

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

2.1 Basis of preparation

The financial statements have been prepared in accordance with "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Council for Voluntary Service North West Kent 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 note(s).

The financial statements are presented in pounds sterling and rounded to the nearest pound.

Following the loss of the Kent County Council funding for infrastructure services, the charity has not been successful in obtaining further funding from alternative sources for these services. The services provided have therefore been further reviewed by the trustees and changes have been made to scale down operations in response. Contract staff are utilised as and when required and when funding allows for infrastructure services. This shall continue until such point as further infrastructure services funding is obtained. There is sufficient income and reserves to allow for this. For this reason, the Trustees consider the charitable company will remain a going concern for the foreseeable future.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

2.2 Income

Income from donations and grants is recognised when the charity is entitled to the funds, the receipt is probable and the amount can be measured reliably. For donations, this is usually on receipt. For grants (including government grants), this is usually when a formal offer is made in writing, unless the grant contains terms and conditions outside of the charity's control which must be met before the charity is entitled to the funds. Where grants are received in response to a proposal including a budgeted timescale, such that the timescale for the expenditure is implicit in the grant agreement, the income is recognised in accordance with that timescale.

Investment income is recognised when receivable. Interest is accounted for as accrued income where it is due but has not yet been credited.

Incoming resources from charitable activities are recognised to the extent that the charity has provided the contracted services and has been analysed between the activities undertaken by the charitable company.

2.3 Expenditure

Expenditure and related liabilities are recognised when a present legal or constructive obligation exists at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefits will be required to settle the obligation, and the amount can be measured or estimated reliably.

Expenditure is stated gross of irrecoverable VAT and has been classified under headings that aggregate all costs related to the category.

Expenditure on raising funds includes the costs associated with attracting donations and grants and the costs of fundraising trading activities.

Expenditure on charitable activities includes the cost of projects funded directly and projects funded by way of grants to organisations, related staff costs, and an allocation of support costs. Support costs are those functions that assist the work of the charity but do not directly relate to delivery of the charitable activities.

2.4 Taxation

The charitable company is exempt from corporation tax on its charitable activities.

2.5 Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for the particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

2.6 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost or valuation on transition less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated realisable value of each asset over its expected useful life, as follows:

Furniture, fixtures and equipment	33.3% on the reducing balance
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2.7 Financial instruments

The charity only has financial instruments of a kind that qualify as basic financial instruments. Short term basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

2.8 Leasing

Rentals payable under operating leases are charged against income on a straight line basis over the lease term. The only operating lease relates to the charity's premises.

2.9 Pensions

The charitable company makes pension contributions into employees' private pension schemes. Contributions are recognised in the statement of financial activities when payable.

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

3 Income from charitable activities

	Big Local	Northfleet	Gravesham	Our Place	Sevenoaks District Council	Warburtons	KCF	Infrastructure Services	Total 2021	Total 2020
	£	£	£	£	£	£	£	£	£	£
Grants receivable	106,190	-	23,596	1,867	800	3,000	14,200	47	149,700	173,995
Rental income	-	148	-	-	-	-	-	-	148	13,939
	106,190	148	23,596	1,867	800	3,000	14,200	47	149,848	187,934

4 Expenditure on charitable activities

	Big Local	Northfleet	Gravesham	Our Place	Sevenoaks District Council	Warburtons	KCF	Infrastructure Services	Total 2021	Total 2020
	£	£	£	£	£	£	£	£	£	£
Direct activity costs	13,306	39,511	408	1,043	-	1,212	3,431	-	58,911	58,770
Direct staff costs	57,381	-	20,426	2,393	-	1,788	10,714	-	92,702	86,238
Support costs	19,414	-	2,512	671	800	-	55	21,176	44,628	61,118
	90,101	39,511	23,346	4,107	800	3,000	14,200	21,176	196,241	206,126

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

5 Income from other trading activities

	2021	2020
	£	£
Recovered costs:		
CRB checks	2,452	3,941
Other recovered costs	953	631
Administration fees charged	8,853	10,438
Training	4,221	6,895
Rental income	46	-
	<u>16,525</u>	<u>21,905</u>

6 Restricted income

In the comparative period, restricted income was received as follows:

	2020
	£
Charitable activities	187,934
Investments	266
	<u>188,200</u>

7 Expenditure on raising funds

	2021	2020
	£	£
CRB checks recoverable	2,612	4,111
Training - other costs	-	1,452
Allocation of support costs	-	476
	<u>2,612</u>	<u>6,039</u>

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

8 Support costs

	2021	2020
	£	£
Staff costs	28,510	40,599
Rent and rates	4,800	8,000
Insurance	1,190	1,214
Printing, postage and stationery	857	1,585
Telephone	111	290
Computer expenses	4,475	4,249
Subscriptions and membership	70	1,466
Payroll services	957	216
Volunteer expenses	-	35
Miscellaneous expenses	301	-
Bad debts	13	-
Bank charges	99	183
Depreciation of fixed assets	745	1,117
Independent Examiner's fee	810	810
Accountancy fees	1,690	1,800
Trustees' expenses	-	30
	<u>44,628</u>	<u>61,594</u>

9 Restricted expenditure

In the comparative period, expenditure from restricted funds was as follows:

	2020
	£
Charitable activities	<u>168,506</u>

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

10 Net expenditure

	2021	2020
	£	£
This is stated after charging:		
Depreciation	745	1,117
Operating lease payments	4,800	8,000
	<u> </u>	<u> </u>

11 Staff costs

	2021	2020
	£	£
Wages and salaries	115,977	105,964
Employer's National Insurance	1,586	3,193
Employer's pension contributions	1,479	1,556
Subcontractor costs	2,169	16,124
	<u> </u>	<u> </u>
	<u>121,211</u>	<u>126,837</u>

The average number of employees on a headcount basis was:

	2021	2020
	No	No
Council for Voluntary Service	9	8
Big Local	2	4
	<u> </u>	<u> </u>
	<u>11</u>	<u>12</u>

No employee received remuneration (excluding employer pension contributions) amounting to more than £60,000 during either year.

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

12 Tangible fixed assets

	Furniture, fixtures, equipment £	Computer Equipment £	Total £
Cost			
At 1 April 2020	13,687	3,786	17,473
At 31 March 2021	13,687	3,786	17,473
Depreciation			
At 1 April 2020	13,555	1,682	15,237
Charge for the year	44	701	745
At 31 March 2021	13,599	2,383	15,982
Net book value			
At 31 March 2021	88	1,403	1,491
At 31 March 2020	132	2,104	2,236

13 Debtors

	2021 £	2020 £
Fees and grants receivable	175	4,616
Other debtors	519	-
	694	4,616

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

14 Creditors: amounts falling due within one year

	2021	2020
	£	£
Trade creditors	458	1,237
Tax and social security	392	1,824
Accruals and deferred income	3,973	5,370
Funds held for other organisations	39,843	8,564
Big Local Unspent Funds	-	19,392
Other creditors	139	137
	<u>44,805</u>	<u>36,524</u>

Funds held as agent:

The following income was received, and expenditure met, on behalf of the organisations which have their funds held by Council for Voluntary Service North West Kent:

Little Gems Children's Centre - Agent's fee for the year met on their behalf £12

Wallis Park Youth Club - Agent's fee for the year met on their behalf £5

Wallis Park Film Club - Agent's fee for the year met on their behalf £41

Gravesham Place Redundancy - Income of £173 received

Karen - Bikes - Agent's fee for the year met on their behalf £9

Northfleet CIO - Income of £32,831.73 received

15 Financial commitments

At 31 March 2021, the charitable company was committed to future minimum lease payments under non-cancellable operating leases as follows:

	2021	2020
	£	£
Land and buildings operating leases expiring:		
Within one year	<u>-</u>	<u>2,000</u>

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

16 Movement on funds

Current period:

	At 1 April 2020 £	Income £	Expenditure £	Transfers £	At 31 March 2021 £
Unrestricted funds:					
General fund	11,248	41,754	(23,788)	-	29,214
Restricted funds:					
<i>Big Local Trust</i>	3,899	106,212	(90,101)	-	20,010
Northfleet Central	65,812	148	(39,511)	-	26,449
Gravesham Place IAG	3,532	23,596	(23,346)	-	3,782
Our Place	7,917	1,867	(4,107)	-	5,677
Sevenoaks District Council Grant	-	800	(800)	-	-
Warburtons	-	3,000	(3,000)	-	-
Kent County Council	-	14,200	(14,200)	-	-
	81,160	149,823	(175,065)	-	55,918
Total funds	92,408	191,577	(198,853)	-	85,132

Prior period:

	At 1 April 2019 £	Income £	Expenditure £	Transfers £	At 31 March 2020 £
Unrestricted funds:					
General fund	32,888	22,019	(43,659)	-	11,248
Restricted funds:					
<i>Big Local Trust</i>	10,936	130,342	(137,379)	-	3,899
Northfleet Central	50,530	16,707	(1,425)	-	65,812
Gravesham Place IAG	-	26,523	(22,991)	-	3,532
Our Place	-	13,628	(5,711)	-	7,917
Sevenoaks District Council Grant	-	1,000	(1,000)	-	-
	61,466	188,200	(168,506)	-	81,160
Total funds	94,354	210,219	(212,165)	-	92,408

16 Movement on funds *continued*

Big Local Trust

CVSNWK is the Local Trusted Organisation for the Northfleet Big Local and is responsible for the grant given to the Northfleet North Community. CVSNWK holds the responsibility to ensure the grant is spent in line with the grant agreement and is also responsible for the quarterly and end of year returns. All monies coming into the Big Local pot are included within the CVSNWK accounts, in line with the agreement with Northfleet Big Local.

Northfleet Central

Northfleet Central is the hub that the Big Local Trust now operate from and is funded by the Big Local Trust with funds generated being utilised on the Big Local project.

Gravesham Place IAG Service

CVSNWK works in partnership with KCC Adult Services and employs part time members of staff who are seconded over to work in the Day Centre reception and other reception areas around the hospital.

Our Place

Our place is the community shop in hall which takes place on a Tuesday, working alongside Giving World. They work with anyone in need at the time and receive both free goods and grants.

Warbutons

This was a grant awarded as a result of COVID-19, It was awarded for storage rental of goods stored for the shop and staffing for the shop to enable people to come and collect items during lockdown for those in need.

Kent County Council

These grants were awarded as a result of the effects of the pandemic. These grants were to aid in the purchase of phones to enable staff to communicate in the lockdown, to hire someone to work on the website and for PPE equipment.

Sevenoaks District Council Grant

Funding was received during the year to be used for the benefit of Sevenoaks District Residents.

COUNCIL FOR VOLUNTARY SERVICE NORTH WEST KENT

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

17 Analysis of net assets between funds

Current period:	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Tangible fixed assets	1,491	-	1,491
Net current assets	27,723	55,918	83,641
	<u>29,214</u>	<u>55,918</u>	<u>85,132</u>
Prior period:	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Tangible fixed assets	2,236	-	2,236
Net current assets	9,012	81,160	90,172
	<u>11,248</u>	<u>81,160</u>	<u>92,408</u>

18 Related party transactions

The Board of Trustees and the Chief Officer are considered to be the charity's key management personnel.

There was no trustee remuneration nor other benefits during the current or prior period.

Trustees were reimbursed expenses of £Nil (2020: £30) and Key management was reimbursed £30 (2020: £Nil).

The employee benefits (including employer's pension contributions and National Insurance) relating to key management personnel during the year was £18,300 (2020: £15,705).