

REGISTERED COMPANY NUMBER: 05177066 (England and Wales)
REGISTERED CHARITY NUMBER: 1106908

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021
FOR
BASSETLAW ACTION CENTRE
(A COMPANY LIMITED BY GUARANTEE)

BASSETLAW ACTION CENTRE

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BASSETLAW ACTION CENTRE
REFERENCE AND ADMINISTRATIVE DETAILS
FOR THE YEAR ENDED 31 MARCH 2021

TRUSTEES	M E Browne J Caley D M Colton D Liggins M Storey A A D Tromans N L Chavaudra J E Coyne E Thompson (resigned 7.9.2020)
COMPANY SECRETARY	D M Colton
REGISTERED OFFICE	The Warehouse Canal Steet RETFORD DN22 6EZ
REGISTERED COMPANY NUMBER	05177066 (England and Wales)
REGISTERED CHARITY NUMBER	1106908
INDEPENDENT EXAMINER	Glover & Co Chartered Accountants 13/15 Netherhall Road DONCASTER DN1 2PH
BANKERS	Unity Trust plc Four Brindley Place BIRMINGHAM B1 2JB

The day to day management of the charity is carried out by the Senior Manager Mrs L Tupling.

BASSETLAW ACTION CENTRE

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of 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).

OBJECTIVES AND ACTIVITIES

Objectives and aims

In 2019 we set up a strategic subgroup to review and refresh our business plan. Our five year plan (2019-2024) was agreed and adopted by board and was drawn together to illustrate the strengths of our organisation, to assess the resources we have, to recognise where our organisation is at the moment and where we are aiming to be in the future. We accept this is a living document that will change over time but have captured our plans and vision for the next five years of our development.

In this process we have identified that the Bassetlaw Action Centre is a significant operator in the voluntary sector in Bassetlaw with approximately 100 staff and volunteers (combined). Each staff and volunteer being fully DBS checked and competent in delivering a quality service to older and vulnerable people throughout Bassetlaw.

We offer a range of services through our own projects and through the strong partnerships and signposting arrangements that we have developed which allows us to provide a holistic approach to the clients we serve. Our partners include voluntary and statutory sector organisations and we continue to nurture the relationship with our partners to ensure that a quality service is delivered.

The process of developing our business plan has allowed us to critically analyse our organisation, acknowledging our strengths and achievements whilst recognising our threats and opportunities. Our committed and dedicated team of staff and volunteers are undoubtedly our most valuable resource - without which we could not perform as an organisation.

Our opportunities for the future include the collaboration with other voluntary sector providers, expansion into new areas, consolidating our services and developing more paid-for services which will allow us to provide additional services without the reliance on traditional grant aid.

There are challenges ahead; in particular, the changing demographics of older people means that undoubtedly there will be greater demand for our services. Traditional forms of grant aid are being replaced with competitive tenders and contracts which puts greater pressure on achieving the core costs of the organisation. This additional demand for our service has been challenged further by the unprecedented cuts in funding to the sector as a whole.

We do recognise that we have to remain focussed in what we do, yet willing to adapt and change to meet the demands of the future. As our staff and volunteers are our greatest asset, we need to ensure that we support them, train them, manage them, and steer them through the challenges ahead whilst ensuring that our customer focussed approach is always at the forefront of our organisation.

Our vision for the next five years is one of continued development to ensure that Bassetlaw Action Centre continues to be the quality service delivery organisation that it is today.

We acknowledge that Bassetlaw Action Centre had previously seen a year on year growth for over fifteen years which couldn't be sustained indefinitely. More recently we have experienced a downturn in income which has resulted in a service redesign and restructure. Our plans for the next five years include exploring additional fundraising activities as we move away from dependency on traditional grant aid and to continue to find efficiencies wherever possible.

Our challenge when reviewing our strategic plan was to identify and agree on some strategic objectives which will be overseen and tracked by our Strategic Planning Board Subgroup in addition to ensuring the plan is in line with the evolving external context. These objectives are:

1. To ensure that the organisation adopts a balanced budget and maintains necessary levels of turnover.
2. To increase income through paid for services.
3. To increase the volunteer base.
4. To seek and pursue new opportunities to develop complementary services within the aims and objectives of the organisation.
5. To strengthen and extend our existing offer.
6. To ensure that we identify and proactively manage risks and emerging threats.

Public benefit

The services offered by the Bassetlaw Action Centre are aimed at improving the skills, knowledge, health and well being of older and vulnerable people within the Bassetlaw community and to promote independent living for longer. The trustees have had regard to Charities Commission guidance on public benefit.

BASSETLAW ACTION CENTRE
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The services offered by the Bassetlaw Action Centre were all reviewed and adjusted during the year to ensure Covid compliance was achieved and safe working practices adopted. The services fall under several main project headings as follows:

Bassetlaw Self Help - aims to provide organisations and individuals with the knowledge and information to ensure appropriate practical support is available, and involves the production of a Self Help directory, wall chart and database, which to date encompasses well over 150 groups/organisations. Copies of the Self Help directory and wall chart are produced and circulated electronically, free of charge to all voluntary, statutory and community organisations, and in addition to this a free photocopying service is provided. The Self Help Co-ordinator will also assist groups within the district to set up a 'Self-Help' group, with the provision of guidance on Constitutions and other legal aspects.

Staying Well Programme/Expert Patients - This is a six-week self-management programme for people living with a long term condition. A number of virtual courses have been delivered throughout Bassetlaw during the year. The programme is designed to empower individuals to better manage their long term condition; and to date has been very well received by other people with long term health conditions. In addition, participants are signposted to health intervention services where appropriate.

Share a Ride - this is part of the core work of the Bassetlaw Action Centre. This initiative is aimed at the general public, and raises the awareness of the availability of 'sharing your car' with other individuals for primarily transport to work. The scheme has maintained links with commercial organisations in the locality participating in the scheme. There was no development of this service in the year.

Get Out Get Active (GOGA) - encourages participation in sport and activity between able bodied people and people with disabilities. A number of new initiatives were developed in the year including a walking tennis group, one to one walking sessions and links were made with a number of local sports clubs and activities.

Community Car Scheme - offers a transport service for those individuals who for a variety of reasons (mobility/rurality etc.) cannot utilise public transport methods. Cars are available to individuals for hospital appointments, dental appointments, hairdressing appointments etc., to name just a few. Individuals using the service are expected to pay an annual registration fee, and a booking fee to assist with the running costs of the scheme, clients also pay a mileage rate to contribute to volunteer expenses. Partnership working arrangements are well established now with a number of organisations including, Nottinghamshire County Council, Bassetlaw CCG and Nottinghamshire Healthcare Trust. The scheme has been predominantly used for health appointments including for taking people for flu and Covid vaccines as well as providing an essential shopping service for those who were shielding or isolating.

Car Scheme Plus - operates in a similar way to the Community Car Scheme above but is designed for service users with limited mobility who would be unable to access a non-adapted volunteer's car. The Car Scheme Plus vehicle is fully wheelchair accessible and also accommodates a mobility scooter. In addition, the Car Scheme Plus vehicle is fitted with a Turney seat for passengers to have assisted access into the vehicle. Journeys in the Car Scheme Plus are quoted on an individual basis.

Community Minibus - Bassetlaw consists of some 250 square miles, two thirds of which is very rural and isolated, and as a result of reductions in national transport arrangements (buses in particular), a community minibus is beneficial to the Bassetlaw community. The community minibus can be hired with a driver by community groups for a variety of social, health and business activities, and in addition the Bassetlaw Action Centre offers day trips to shopping centres, the coast, and other interesting sightseeing trips. The project is becoming well established and interest continues to grow, with a wider variety of groups utilising this service. During the year all minibus activity was suspended due to social distancing requirements.

Social Prescribing - This partnership with BCVS was ceased half way through the year with a review of services provided due to the pandemic.

As a result of the pandemic additional volunteer virtual befrienders have been recruited, with no face to face befriending taking place.

The Home Support Service is currently available across the community offering a range of domestic services from general cleaning, shopping and a sitting service. The service is open to all residents in Bassetlaw who need some additional support to help them remain independent at home. This is a chargeable service and can be offered as a long term or ad-hoc arrangement. During the pandemic the service was suspended for five months.

BASSETLAW ACTION CENTRE
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021

Bassetlaw Stroke Information Service provides information and a signposting service for stroke survivors, their carers and their families. A range of practical services can be arranged together with on-going support by being "a listening ear". Stroke survivors are encouraged to participate in the staying well programme and joining a dedicated support group for stroke survivors for peer support as part of their recovery journey. This service was expanded to include long term neurological conditions (LTNCs) in addition to Stroke. The CCG gave notice that this service would be decommissioned on 31st March 2021.

The Keeping Warm and Well Campaign in conjunction with other statutory organisations i.e. Fire Services, Nottinghamshire County Council and Bassetlaw CCG, involves the allocation of information packages for sustainable warmth, allocation of radiators to those in need of heating amongst other activities, to reduce excessive winter deaths in older people. In addition, our energy advisor assists with tariff switching and energy advice.

NNSP - The North Nottinghamshire Support Partnership is a multi-agency advice and support network for adults in Bassetlaw through a single point of access. NNSP works by enabling people to access a wide range of services through a single point of access. The simple checklist helps to identify the support, information and advice a client might benefit from. Completed checklists generate referrals to partner agencies prompting them to contact the customer with the support, information and advice required. Partner agencies have 28 days to do so as part of the NNSP partnership agreement. This service is also currently under review.

A range of other services and facilities are available for individuals and organisations, including advice on funding sources and applications, provision of low cost space and meeting rooms, low cost photocopying and administration services, and training on basic skills and introductory Information Technology which is delivered in small friendly groups in partnership with the Workers Educational Association - East Midlands District.

In 2019 the new Strategic Subgroup of the board met initially to develop Bassetlaw Action Centre's five-year business plan (2019-2024). Within this process, six strategic objectives were set and agreed. The group agreed to monitor progress against these objectives on an annual basis and include the findings in the annual report.

1. To ensure that the organisation adopts a balanced budget and maintains necessary levels of turnover.
 - Achieved. Despite the loss of earned income due to the Coronavirus pandemic, the financial position at the end of March 2021 is very favourable and a balanced budget for the year ending 31st March 2022 has been approved.
2. To increase income through paid for services.
 - Not achieved. Income from paid for services was down on the previous year due to the pandemic. However, paid for services have been relaunched and are showing good recovery.
3. To increase the volunteer base.
 - We have 93 volunteers across our projects at the end of the financial year compared to 76 at the end of the last financial year. However, around 15 volunteers are currently not active as a result of the Covid pandemic. Overall this represents a small increase in active volunteers.
4. To seek and pursue new opportunities to develop complementary services within the aims and objectives of the organisation.
 - Achieved. Secured funding the Retford and Villages Primary Care Network to host a Health and Wellbeing Coach. Also secured funding to provide a transport booking function for the Covid Vaccine rollout across Mid and South Nottinghamshire
5. To strengthen and extend our existing offer.
 - We extended our offer to include a new telephone safe and well check and essential shopping service to respond to local need as a result of the COVID-19 outbreak. We continue to offer virtual and telephone based services and are supporting home working wherever possible. We continue to seek financial support for the Bassetlaw Delivery Partnership (with Aurora and Citizen's Advice Bassetlaw).
6. To ensure that we identify and proactively manage risks and emerging threats.
 - We have proactively managed the impact of Covid 19 on the organisation through a range of measures including home working, furloughing staff, upgrading the office and securing additional funding.

The RAG rating in the strategic plan is reviewed annually and clearly demonstrates the impact that Covid 19 has had on the organisation. In particular the income through paid for services was considerably down on the previous year which will have an impact in the medium to long term. What appears to be a very favourable position at the year end will allow the organisation to get the earned income back on track over the next year to 18 months.

BASSETLAW ACTION CENTRE
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021

FINANCIAL REVIEW

Financial position

The target for income generation was met, and expenditure has been contained within the parameters set by the Trustees. This was despite the loss of all earned income during the first half of the financial year and slow growth during the second. The Trustees consider the financial results to be acceptable and funding for the next twelve-month period will not only be sought for the existing provision, but will be secured for expansion of services over the next eighteen months. The Coronavirus pandemic brought new opportunities to secure funding from alternate sources and overall has had some positive impact on year-end figures.

Principal funding sources

The principal funding sources over the past twelve months for the Charity have been: -

- Bassetlaw Self Help, Expert Patients Programme 'Staying Well', Stroke Information Service - Funded by Bassetlaw CCG.
- Share a Ride - Funded by Bassetlaw Action Centre.
- Community Car Scheme - Funded by Nottinghamshire County Council and Bassetlaw CCG.
- Car Scheme Plus - Funded by Nottinghamshire County Council.
- Community Minibus - Funded by Nottinghamshire County Council.
- Keeping Warm and Well - Funded by Bassetlaw CCG
- Social Prescribing - Funded by Bassetlaw CCG through BCVS.
- NNSP - North Notts Support Partnership - Funded by Bassetlaw District Council through BCVS.
- Housing - Funded by Lloyds Bank Foundation
- GOGA - Funded by Active Partners Trust and the Activity Alliance.

Investment policy and objectives

The Trustees within the terms of the Memorandum and Articles of Association have the power to invest all funds not immediately required by the charity, and as such have set out procedures to do this in the longer term.

Reserves policy

The total funds held at the year end are £572,549.

£265,726 is restricted and £306,823 is unrestricted.

£187,650 of the restricted funds is tied up in fixed assets so would only be realised upon disposal.

£29,303 of unrestricted funds also relates to fixed assets.

The unrestricted funds available after taking into consideration the fixed assets is £277,520.

The available funding required to cover amounts identified by the trustees is as follows:-

	£
Funding retained to cover the financial risk assessment	49418
Funding needed to operate for a minimum of three months	108000
	<hr/>
	157418

Any funds held over and above these amounts will continue to be utilised to carry the cost of developmental activities and furtherance of the aims and objectives of the Charity.

Designated Funds:

The Charity has designated a minibus replacement fund of £63,000 and an MPV replacement fund of £25,000. The timing of this expenditure will be as stated when the current minibus and MPV require replacing.

There are sufficient funds in place to cover necessary costs.

BASSETLAW ACTION CENTRE
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021

FUTURE PLANS

Bassetlaw Action Centre, in conjunction with partners, will continue to identify funding and resources to develop the services as identified previously in this report to enable vulnerable, elderly, frail and socially isolated people to access services and activities throughout the Bassetlaw Area.

Bassetlaw Action Centre also plans to expand income generation through their Home Support Service, transport services and room hire and to secure additional external funding to continue to meet the needs of the charity and the local community particularly in response to the Coronavirus pandemic.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity (which was established in February 1996) is a private Company Limited by Guarantee and was incorporated on 12th June 2004. It is governed by a Memorandum of Association, which sets out the powers of the charitable company, and is governed under its Articles of Association.

Recruitment and appointment of new trustees

The Directors of the Company are also Trustees for the purpose of Charity law.

From time to time the existing Trustees need to review the skills, experience and knowledge of the Trustee members, and new Trustees may need to be appointed. During the year the trustees amended the memorandum and articles of association to increase the number of trustees of the charity to ensure future needs are met.

The procedures to do this are:

- Identification by Members of the Board of Trustees of suitable candidates (ie their skills, experience, knowledge of the work and local community issues) via networks, and network organisations.
- Senior Manager discusses the vacancy opportunity with potential candidates and outlines the nature of the business.
- Interested candidates are invited to meet existing Members of the Board of Trustees at a Trustee meeting.
- Job description/roles and responsibilities are discussed and agreed, and subject to agreement by existing Trustees, interested candidates are invited to join the Bassetlaw Action Centre board.

Organisational structure

In December each year the Strategic Subgroup undertakes a pay review for all staff and makes recommendation to board for implementation from April. In 2019 a market review was undertaken to benchmark and compare the pay of key management personnel to ensure that the organisation was providing a pay scale attractive enough to ensure the right calibre of people were engaged in the organisation and that key management personnel were paid comparable to other similar organisations in the UK.

Induction and training of new trustees

New Trustees are encouraged to meet with the Senior Manager to enable familiarisation with the charity and the complexity of the working environment and client needs, to gain an understanding of the current financial position and funding arrangements, staffing and other resources, and the future plans and objectives of the charity.

New Trustees are encouraged to visit the Charity Commission website, where documents outlining Trustee responsibilities, charity law and other issues are available.

Related parties

There are no Directors or Trustees related party issues.

BASSETLAW ACTION CENTRE
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

Risk management

The Trustees operate a risk management approach to the charity's business and the process involves:

- Setting out objectives/targets to be achieved annually.
- Setting out an annual budget.
- Delegating authority to ensure objectives and targets are achieved.
- Undertaking an annual Financial Risk Assessment

In addition, the Trustees have also set out and implemented policies and procedures to cover quality assurance, equal opportunities, health and safety, environmental issues and recycling, IT data and financial policies covering investment, reserves and limits of authority for expenditure.

These policies are reviewed annually, and monitoring takes place to measure the impact of the implementation of these policies the results of which are used to improve the quality and effectiveness of staff and the services by the charity.

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

Approved by order of the board of trustees on 6 September 2021 and signed on its behalf by:

D M Colton - Secretary

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BASSETLAW ACTION CENTRE

Independent examiner's report to the trustees of Bassetlaw Action Centre ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

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 your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of Institute of Chartered Accountants in England and Wales which is one of the listed bodies.

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

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

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

Mrs Jane Mellor FCA
Institute of Chartered Accountants in England and Wales
Glover & Co
Chartered Accountants
13/15 Netherhall Road
DONCASTER
DN1 2PH

6 September 2021

BASSETLAW ACTION CENTRE

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

	Notes	Unrestricted funds £	Restricted fund £	2021 Total funds £	2020 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	1,025	-	1,025	901
Charitable activities	3				
Bassetlaw Action Centre		47,465	102,810	150,275	183,472
Car Scheme		65,659	21,978	87,637	95,691
Car Scheme Plus		128	-	128	14,616
Minibus		-	-	-	6,447
Housing Choice		-	25,000	25,000	22,677
Home Support		46,930	-	46,930	89,475
Stroke Service		-	26,864	26,864	26,864
Staying Well		-	20,894	20,894	20,754
Self Help		-	10,000	10,000	10,000
Social Prescribing/ Befriending		-	18,120	18,120	20,151
North Notts Support Partnership		15,000	-	15,000	12,500
GOGA (Get Out Get Active)		-	61,653	61,653	-
Covid Vaccine Transport Programme		-	32,939	32,939	-
Other income	4	389	10,557	10,946	1,662
Total		176,596	330,815	507,411	505,210
EXPENDITURE ON					
Charitable activities	5				
Bassetlaw Action Centre		21,857	13,307	35,164	32,333
Car Scheme		65,659	27,524	93,183	95,691
Car Scheme Plus		-	-	-	14,616
Minibus		-	-	-	6,447
Housing Choice		-	27,025	27,025	22,677
Home Support		46,930	-	46,930	89,475
Stroke Service		-	26,864	26,864	26,864
Staying Well		-	20,894	20,894	20,754
Self Help		-	10,000	10,000	10,000
Social Prescribing/ Befriending		-	18,120	18,120	20,151
North Notts Support Partnership		15,000	-	15,000	12,500
GOGA (Get Out Get Active)		-	61,653	61,653	-
Covid Vaccine Transport Programme		-	62,939	62,939	-
Other		-	-	-	16,000
Total		149,446	268,326	417,772	367,508
NET INCOME		27,150	62,489	89,639	137,702
RECONCILIATION OF FUNDS					
Total funds brought forward		279,673	203,237	482,910	345,208
TOTAL FUNDS CARRIED FORWARD		306,823	265,726	572,549	482,910

The notes form part of these financial statements

BASSETLAW ACTION CENTRE

BALANCE SHEET 31 MARCH 2021

	Notes	Unrestricted funds £	Restricted fund £	2021 Total funds £	2020 Total funds £
FIXED ASSETS					
Tangible assets	11	29,303	187,650	216,953	203,763
CURRENT ASSETS					
Debtors	12	128,723	-	128,723	14,480
Cash at bank and in hand		263,659	121,647	385,306	302,778
		<u>392,382</u>	<u>121,647</u>	<u>514,029</u>	<u>317,258</u>
CREDITORS					
Amounts falling due within one year	13	(114,862)	(43,571)	(158,433)	(38,111)
		<u>277,520</u>	<u>78,076</u>	<u>355,596</u>	<u>279,147</u>
NET CURRENT ASSETS					
		<u>277,520</u>	<u>78,076</u>	<u>355,596</u>	<u>279,147</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		306,823	265,726	572,549	482,910
		<u>306,823</u>	<u>265,726</u>	<u>572,549</u>	<u>482,910</u>
NET ASSETS					
		<u>306,823</u>	<u>265,726</u>	<u>572,549</u>	<u>482,910</u>
FUNDS	14				
Unrestricted funds				306,823	279,673
Restricted funds				265,726	203,237
TOTAL FUNDS				<u>572,549</u>	<u>482,910</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 6 September 2021 and were signed on its behalf by:

M E Browne - Trustee

The notes form part of these financial statements

BASSETLAW ACTION CENTRE

CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 MARCH 2021

	Notes	2021 £	2020 £
Cash flows from operating activities			
Cash generated from operations	1	124,366	67,037
Net cash provided by operating activities		<u>124,366</u>	<u>67,037</u>
Cash flows from investing activities			
Purchase of tangible fixed assets		(41,838)	(193,651)
Net cash used in investing activities		<u>(41,838)</u>	<u>(193,651)</u>
Change in cash and cash equivalents in the reporting period		<u>82,528</u>	<u>(126,614)</u>
Cash and cash equivalents at the beginning of the reporting period		<u>302,778</u>	<u>429,392</u>
Cash and cash equivalents at the end of the reporting period		<u><u>385,306</u></u>	<u><u>302,778</u></u>

The notes form part of these financial statements

BASSETLAW ACTION CENTRE

NOTES TO THE CASH FLOW STATEMENT FOR THE YEAR ENDED 31 MARCH 2021

1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2021 £	2020 £
Net income for the reporting period (as per the Statement of Financial Activities)	89,639	137,702
Adjustments for:		
Depreciation charges	28,648	16,111
Impairment losses	-	16,000
(Increase)/decrease in debtors	(114,243)	12,502
Increase/(decrease) in creditors	120,322	(115,278)
Net cash provided by operations	<u>124,366</u>	<u>67,037</u>

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.4.20 £	Cash flow £	At 31.3.21 £
Net cash			
Cash at bank and in hand	302,778	82,528	385,306
	<u>302,778</u>	<u>82,528</u>	<u>385,306</u>
Total	<u>302,778</u>	<u>82,528</u>	<u>385,306</u>

BASSETLAW ACTION CENTRE

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

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention, as modified by the revaluation of certain assets.

Income

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

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 20% on cost
Motor vehicles	- 20% on cost
Computer equipment	- 33% on cost

The property is shown at its latest valuation, undertaken in June 2019 and provided by an independent property professional. The trustees undertake to have the property revalued by an independent professional every 3 years.

Taxation

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

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 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.

Further explanation of the nature and purpose of each fund is included in the trustees report.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

BASSETLAW ACTION CENTRE

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

2. DONATIONS AND LEGACIES

	2021 £	2020 £
Gifts	1,025	901

3. INCOME FROM CHARITABLE ACTIVITIES

		Bassetlaw Action Centre £	Car Scheme £	Car Scheme Plus £	Housing Choice £
Charitable activities income		20,968	50,452	128	-
CJRS income		25,176	-	-	-
Grant aid and contracts		104,131	37,185	-	25,000
		<u>150,275</u>	<u>87,637</u>	<u>128</u>	<u>25,000</u>
	Home Support £	Stroke Service £	Staying Well £	Self Help £	Social Prescribing/ Befriending £
Charitable activities income	46,930	-	-	-	-
CJRS income	-	-	-	-	-
Grant aid and contracts	-	26,864	20,894	10,000	18,120
	<u>46,930</u>	<u>26,864</u>	<u>20,894</u>	<u>10,000</u>	<u>18,120</u>
				2021	2020
	North Notts Support Partnership £	GOGA (Get Out Get Active) £	Covid Vaccine Transport Programme £	Total activities £	Total activities £
Charitable activities income	-	-	3,091	121,569	170,620
CJRS income	-	-	-	25,176	-
Grant aid and contracts	15,000	61,653	29,848	348,695	332,027
	<u>15,000</u>	<u>61,653</u>	<u>32,939</u>	<u>495,440</u>	<u>502,647</u>

4. OTHER INCOME

	2021 £	2020 £
Bank interest received	389	1,662
Insurance claim	10,557	-
	<u>10,946</u>	<u>1,662</u>

BASSETLAW ACTION CENTRE

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

5. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 6) £	Support costs (see note 7) £	Totals £
Bassetlaw Action Centre	23,436	11,728	35,164
Car Scheme	93,103	80	93,183
Housing Choice	27,025	-	27,025
Home Support	46,890	40	46,930
Stroke Service	26,864	-	26,864
Staying Well	20,894	-	20,894
Self Help	10,000	-	10,000
Social Prescribing/ Befriending	18,120	-	18,120
North Notts Support Partnership	15,000	-	15,000
GOGA (Get Out Get Active)	61,573	80	61,653
Covid Vaccine Transport Programme	62,939	-	62,939
	<u>405,844</u>	<u>11,928</u>	<u>417,772</u>

6. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2021 £	2020 £
Staff costs	262,666	240,046
Premises costs	11,995	16,660
Insurance	1,704	1,661
Light and heat	2,846	2,358
Telephone	5,291	4,644
Printing, postage & stationery	6,808	3,926
Advertising	1,590	27
Sundries	6,606	2,916
Refreshments	2,091	2,206
Motor and travel costs	8,205	22,079
Driver costs	15,732	21,665
Covid vaccine transport	24,967	-
Volunteer shopping expenses	19,064	-
Training	3,006	2,189
Personal protective equipment	4,625	-
Depreciation	28,648	16,111
	<u>405,844</u>	<u>336,488</u>

7. SUPPORT COSTS

	Finance £	Information technology £	Governance costs £	Totals £
Bassetlaw Action Centre	1,674	6,472	3,582	11,728
Car Scheme	-	-	80	80
Home Support	-	-	40	40
GOGA (Get Out Get Active)	-	-	80	80
	<u>1,674</u>	<u>6,472</u>	<u>3,782</u>	<u>11,928</u>

BASSETLAW ACTION CENTRE

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021**

8. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2021	2020
	£	£
Depreciation - owned assets	28,648	16,111
	<u>28,648</u>	<u>16,111</u>

9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

Trustees' expenses

There were no trustees' expenses paid during the year ended 31 March 2021, or the year ended 31 March 2020.

10. STAFF COSTS

	2021	2020
	£	£
Wages and salaries	238,248	218,604
Social security costs	9,148	7,970
Other pension costs	15,270	13,472
	<u>262,666</u>	<u>240,046</u>

The average monthly number of employees during the year was as follows:

	2021	2020
	22	23
Employees	<u>22</u>	<u>23</u>

No employees received emoluments in excess of £60,000.

BASSETLAW ACTION CENTRE

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021**

11. TANGIBLE FIXED ASSETS

	Freehold property £	Short leasehold £	Fixtures and fittings £
COST OR VALUATION			
At 1 April 2020	256,634	12,886	-
Additions	-	-	16,923
Disposals	-	-	-
	<hr/>	<hr/>	<hr/>
At 31 March 2021	256,634	12,886	16,923
	<hr/>	<hr/>	<hr/>
DEPRECIATION			
At 1 April 2020	78,983	12,886	-
Charge for year	-	-	4,231
Eliminated on disposal	-	-	-
	<hr/>	<hr/>	<hr/>
At 31 March 2021	78,983	12,886	4,231
	<hr/>	<hr/>	<hr/>
NET BOOK VALUE			
At 31 March 2021	177,651	-	12,692
	<hr/>	<hr/>	<hr/>
At 31 March 2020	177,651	-	-
	<hr/>	<hr/>	<hr/>
	Motor vehicles £	Computer equipment £	Totals £
COST OR VALUATION			
At 1 April 2020	107,934	103,724	481,178
Additions	-	24,915	41,838
Disposals	-	(12,138)	(12,138)
	<hr/>	<hr/>	<hr/>
At 31 March 2021	107,934	116,501	510,878
	<hr/>	<hr/>	<hr/>
DEPRECIATION			
At 1 April 2020	82,348	103,198	277,415
Charge for year	15,587	8,830	28,648
Eliminated on disposal	-	(12,138)	(12,138)
	<hr/>	<hr/>	<hr/>
At 31 March 2021	97,935	99,890	293,925
	<hr/>	<hr/>	<hr/>
NET BOOK VALUE			
At 31 March 2021	9,999	16,611	216,953
	<hr/>	<hr/>	<hr/>
At 31 March 2020	25,586	526	203,763
	<hr/>	<hr/>	<hr/>

The carrying amount of freehold property that would have been recognised had the asset been carried under the normal cost value would have been a net book value of £193,651.

BASSETLAW ACTION CENTRE

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021**

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Trade debtors	108,424	9,167
Other debtors	4,000	-
Prepayments	16,299	5,313
	<u>128,723</u>	<u>14,480</u>

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Trade creditors	29,784	3,110
Deferred income	126,129	32,571
Accrued expenses	2,520	2,430
	<u>158,433</u>	<u>38,111</u>

Deferred income is grants received at the year end which relate to expenditure incurred post year end.

14. MOVEMENT IN FUNDS

	At 1.4.20 £	Net movement in funds £	At 31.3.21 £
Unrestricted funds			
Non-Designated Funds	191,673	27,150	218,823
Designated Funds	88,000	-	88,000
	<u>279,673</u>	<u>27,150</u>	<u>306,823</u>
Restricted funds			
Restricted fund	203,237	62,489	265,726
	<u>482,910</u>	<u>89,639</u>	<u>572,549</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
Non-Designated Funds	176,596	(149,446)	27,150
Restricted funds			
Restricted fund	330,815	(268,326)	62,489
	<u>507,411</u>	<u>(417,772)</u>	<u>89,639</u>

BASSETLAW ACTION CENTRE

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

14. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.19 £	Net movement in funds £	At 31.3.20 £
Unrestricted funds			
Non-Designated Funds	216,035	(24,362)	191,673
Designated Funds	88,000	-	88,000
	<u>304,035</u>	<u>(24,362)</u>	<u>279,673</u>
Restricted funds			
Restricted fund	41,173	162,064	203,237
	<u>41,173</u>	<u>162,064</u>	<u>203,237</u>
TOTAL FUNDS	<u>345,208</u>	<u>137,702</u>	<u>482,910</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
Non-Designated Funds	186,683	(211,045)	(24,362)
Restricted funds			
Restricted fund	318,527	(156,463)	162,064
	<u>318,527</u>	<u>(156,463)</u>	<u>162,064</u>
TOTAL FUNDS	<u>505,210</u>	<u>(367,508)</u>	<u>137,702</u>

15. RELATED PARTY DISCLOSURES

David Liggins, a trustee is now utilising some of the services provided by Bassetlaw Action Centre. These services are paid for at full market rate.

Except for the above, there were no related party transactions for the year ended 31 March 2021.

BASSETLAW ACTION CENTRE

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021

	2021 £	2020 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Gifts	1,025	901
Charitable activities		
Charitable activities income	121,569	170,620
CJRS income	25,176	-
Grant aid and contracts	348,695	332,027
	<hr/> 495,440	<hr/> 502,647
Other income		
Bank interest received	389	1,662
Insurance claim	10,557	-
	<hr/> 10,946	<hr/> 1,662
Total incoming resources	<hr/> 507,411	<hr/> 505,210
EXPENDITURE		
Charitable activities		
Wages	238,248	218,604
Social security	9,148	7,970
Pensions	15,270	13,472
Premises costs	11,995	16,660
Insurance	1,704	1,661
Light and heat	2,846	2,358
Telephone	5,291	4,644
Printing, postage & stationery	6,808	3,926
Advertising	1,590	27
Sundries	6,606	2,916
Refreshments	2,091	2,206
Motor and travel costs	8,205	22,079
Driver costs	15,732	21,665
Covid vaccine transport	24,967	-
Volunteer shopping expenses	19,064	-
Training	3,006	2,189
Personal protective equipment	4,625	-
Fixtures and fittings	4,231	-
Motor vehicles depreciation	15,587	15,587
Computer equipment depr	8,830	524
	<hr/> 405,844	<hr/> 336,488
Other		
Impairment losses for tangible fixed assets	-	16,000
Support costs		

This page does not form part of the statutory financial statements

BASSETLAW ACTION CENTRE

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021

	2021 £	2020 £
Support costs		
Finance		
Bank charges	1,674	2,878
Information technology		
Repairs and renewals	6,472	8,212
Governance costs		
Independent examination	2,592	2,520
Consultancy fees	258	-
Accounting software fees	732	813
Legal fees	200	597
	<hr/> 3,782	<hr/> 3,930
Total resources expended	<hr/> 417,772	<hr/> 367,508
Net income	<hr/> <hr/> 89,639	<hr/> <hr/> 137,702