

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022  
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 2022**

<b>TRUSTEES</b>	M E Browne J Caley D M Colton D Liggins M Storey A A D Tromans N L Chavaudra (resigned 6.9.2021) J E Coyne S J F Lamb (appointed 24.3.2022)
<b>COMPANY SECRETARY</b>	D M Colton
<b>REGISTERED OFFICE</b>	The Warehouse Canal Steet RETFORD DN22 6EZ
<b>REGISTERED COMPANY NUMBER</b>	05177066 (England and Wales)
<b>REGISTERED CHARITY NUMBER</b>	1106908
<b>INDEPENDENT EXAMINER</b>	Glover & Co Chartered Accountants 13/15 Netherhall Road DONCASTER DN1 2PH
<b>BANKERS</b>	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 2022**

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 2022. 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 and a downturn in income followed which resulted in a service redesign and restructure. More recently, and in particular over the past couple of years we have significantly strengthened our organisation and the rise in turnover demonstrates this. 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 2022**

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

The services offered by the Bassetlaw Action Centre were adjusted during the year to ensure Covid compliance was achieved and safe working practices continued. 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. This area of work has significantly reduced during Covid as many of the groups have ceased meeting.

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, and we have returned to offering face to face courses. 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 again 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 including Men Walk Talk, Women Walk Talk and Stay Pawsitive 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. The existing Car Scheme Plus vehicle is 9 years old and opportunities to replace the vehicle with a fully electric vehicle are being pursued. A fully electric vehicle will enable the costs of operating the service to be in line with the Community Car Scheme therefore no disproportionate charges will apply to people with disabilities in need of a wheelchair accessible vehicle. In addition, operating a fully electric vehicle will significantly reduce emissions and therefore support the green agenda.

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. We secured some funding from NCC to offer free lunch clubs to reduce loneliness amongst our older population. The charity has a designated Minibus replacement fund which will be utilised in due course to replace the existing vehicle. At that time consideration will be given to replacing with an electric vehicle in line with reducing running costs and vehicle emissions. A further £22,000 has been designated into the Minibus replacement fund in the year.

**BASSETLAW ACTION CENTRE**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2022**

Additional volunteer befrienders have been recruited, with limited face to face befriending taking place. We also introduced a menu of befriending options to complement the traditional face to face service and include: telephone befriending, group befriending, WhatsApp befriending and peer to peer befriending.

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.

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.

The six objectives identified in the five-year business plan (2019-2024) are monitored and measured by the Strategic Subgroup 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 2022 is very favourable and a balanced budget for the year ending 31st March 2023 has been approved.
2. To increase income through paid for services.  
- Achieved. Income from paid for services was down the previous year due to the pandemic but are now showing good recovery.
3. To increase the volunteer base.  
- Not achieved. We maintained a status quo with volunteer numbers with several volunteers still not active as a result of the Covid pandemic.
4. To seek and pursue new opportunities to develop complementary services within the aims and objectives of the organisation.  
- Achieved. Secured funding for the Retford and Villages Primary Care Network to host a second Health and Wellbeing Coach. Also secured funding to deliver the PEPA programme and to employ two volunteer recruitment administrators to work across the Bassetlaw Delivery Partnership.
5. To strengthen and extend our existing offer.  
- We have successfully negotiated with Bassetlaw CCG to develop and deliver dedicated Long Covid staying well programmes. We have also agreed to pilot a new supported discharge service with a follow up telephone call on discharge to vulnerable clients to reduce the likelihood of readmission.
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 which we continue to observe to ensure we protect our colleagues and clients in the best way possible.

The RAG rating in the strategic plan is reviewed annually and clearly demonstrates the direction of travel. This together with the very favourable financial position at the year-end puts the organisation in a strong position to continue its valuable work in the future.

**BASSETLAW ACTION CENTRE**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2022**

**FINANCIAL REVIEW**

**Financial position**

The target for income generation was met, and expenditure has been contained within the parameters set by the Trustees. The Trustees consider the financial results to be very satisfactory and funding for the next twelve-month period has been secured for all existing provision.

The Covid pandemic has had a significant effect on the organisation, the staff, the clients, the services and the volunteer base and in particular the earned income which is yet to return to pre-pandemic levels. The successful tender to provide support for the Covid vaccination roll-out during the pandemic together with the securing of funding to provide an essential shopping service, and a number of other opportunities, resulted in additional income, which improved our financial position over the last two years. Opportunities to increase income streams and minimise expenditure wherever possible has resulted in a surplus of funds at year end.

The Bassetlaw Action Centre has an approved balance budget for the year ending 31st March 2023, however the financial position in the following year is likely to produce a significant deficit. It is the intention of the board to continue to deliver the essential services of the organisation wherever possible and the reserves have been earmarked and will be utilised to enable the charity to continue to meet its charitable aims and objectives. However, the charity will still pursue funding opportunities for the continuation and expansion of services over the next eighteen months and will maximise on income generation to offset the predicted downturn in expected income.

**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 Big Energy Saving Network (BESN)
- NNSP - North Notts Support Partnership - Funded by Bassetlaw District Council
- Housing - Funded by Lloyds Bank Foundation and Elderly Advice Council.
- GOGA - Funded by Active Partners Trust and the Activity Alliance.
- PEPA - Funded by Active Partners Trust
- Health Coaches - Funded by Retford and Villages PCN

**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.

**BASSETLAW ACTION CENTRE**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2022**

**FINANCIAL REVIEW**

**Reserves policy**

Reserves policy

The total funds held at the year-end are £655,353.

£267,685 is restricted and £387,668 is unrestricted.

£189,285 of the restricted funds is tied up in fixed assets so would only be realised upon disposal.

£24,563 of unrestricted funds also relates to fixed assets.

The unrestricted funds available after taking into consideration the fixed assets is £363,105.

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

£

Funding retained to cover the financial risk assessment	68,546
Funding needed to operate for a minimum of three months	108,000

176,546

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 £85,000. The timing of this expenditure will be as stated when the current minibus requires replacing. No replacement fund is required for the MPV as a new MPV is being gifted to the charity during the current year.

There are sufficient funds in place to cover necessary costs.

**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.

**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.

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.



**BASSETLAW ACTION CENTRE**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2022**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**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 2021 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.

**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 12 September 2022 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 2022.

**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

12 September 2022

# BASSETLAW ACTION CENTRE

## STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 MARCH 2022

	Notes	Unrestricted funds £	Restricted fund £	2022 Total funds £	2021 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	356	9,790	10,146	1,025
<b>Charitable activities</b>					
Bassetlaw Action Centre		165,203	16,500	181,703	150,275
Car Scheme		47,008	20,546	67,554	87,637
Car Scheme Plus		165	-	165	128
Minibus		5,606	-	5,606	-
Housing Choice		-	25,647	25,647	25,000
Home Support		51,369	32,000	83,369	46,930
Stroke Service		-	-	-	26,864
Staying Well		-	-	-	20,894
Self Help		-	-	-	10,000
Social Prescribing/ Befriending		-	10,000	10,000	18,120
North Notts Support Partnership		-	-	-	15,000
GOGA (Get Out Get Active)		11,900	48,285	60,185	61,653
Covid Vaccine Transport Programme		18,408	43,500	61,908	32,939
PEPA (Positive Experiences in Physical Activity)		-	12,000	12,000	-
Mens Walk Talk		-	1,000	1,000	-
Other income	4	407	-	407	10,946
<b>Total</b>		<u>300,422</u>	<u>219,268</u>	<u>519,690</u>	<u>507,411</u>
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>	5				
Bassetlaw Action Centre		90,276	26,500	116,776	35,164
Car Scheme		31,768	20,546	52,314	93,183
Car Scheme Plus		1,342	-	1,342	-
Minibus		4,977	-	4,977	-
Housing Choice		-	25,647	25,647	27,025
Home Support		41,000	32,000	73,000	46,930
Stroke Service		-	-	-	26,864
Staying Well		29,000	2,831	31,831	20,894
Self Help		-	-	-	10,000
Other		-	-	-	-
Social Prescribing/ Befriending		-	10,000	10,000	18,120
North Notts Support Partnership		-	-	-	15,000
GOGA (Get Out Get Active)		2,806	48,285	51,091	61,653
Covid Vaccine Transport Programme		18,408	43,500	61,908	62,939
PEPA (Positive Experiences in Physical Activity)		-	6,000	6,000	-
Mens Walk Talk		-	2,000	2,000	-
<b>Total</b>		<u>219,577</u>	<u>217,309</u>	<u>436,886</u>	<u>417,772</u>
<b>NET INCOME</b>		80,845	1,959	82,804	89,639
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		306,823	265,726	572,549	482,910

The notes form part of these financial statements

**BASSETLAW ACTION CENTRE**

**STATEMENT OF FINANCIAL ACTIVITIES  
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31 MARCH 2022**

	Notes	Unrestricted funds £	Restricted fund £	2022 Total funds £	2021 Total funds £
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>387,668</u>	<u>267,685</u>	<u>655,353</u>	<u>572,549</u>

The notes form part of these financial statements

# BASSETLAW ACTION CENTRE

## BALANCE SHEET 31 MARCH 2022

	Notes	Unrestricted funds £	Restricted fund £	2022 Total funds £	2021 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	12	24,563	189,285	213,848	216,953
<b>CURRENT ASSETS</b>					
Debtors	13	10,365	3,953	14,318	128,723
Cash at bank and in hand		507,007	138,291	645,298	385,306
		<u>517,372</u>	<u>142,244</u>	<u>659,616</u>	<u>514,029</u>
<b>CREDITORS</b>					
Amounts falling due within one year	14	(154,267)	(63,844)	(218,111)	(158,433)
<b>NET CURRENT ASSETS</b>		<u>363,105</u>	<u>78,400</u>	<u>441,505</u>	<u>355,596</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>387,668</u>	<u>267,685</u>	<u>655,353</u>	<u>572,549</u>
<b>NET ASSETS</b>		<u>387,668</u>	<u>267,685</u>	<u>655,353</u>	<u>572,549</u>
<b>FUNDS</b>	15				
Unrestricted funds				387,668	306,823
Restricted funds				<u>267,685</u>	<u>265,726</u>
<b>TOTAL FUNDS</b>				<u>655,353</u>	<u>572,549</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2022 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 12 September 2022 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 2022**

	Notes	2022 £	2021 £
<b>Cash flows from operating activities</b>			
Cash generated from operations	1	279,880	124,366
Net cash provided by operating activities		<u>279,880</u>	<u>124,366</u>
<b>Cash flows from investing activities</b>			
Purchase of tangible fixed assets		(19,888)	(41,838)
Net cash used in investing activities		<u>(19,888)</u>	<u>(41,838)</u>
<b>Change in cash and cash equivalents in the reporting period</b>		<u>259,992</u>	<u>82,528</u>
<b>Cash and cash equivalents at the beginning of the reporting period</b>		<u>385,306</u>	<u>302,778</u>
<b>Cash and cash equivalents at the end of the reporting period</b>		<u><u>645,298</u></u>	<u><u>385,306</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 2022

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

	2022 £	2021 £
<b>Net income for the reporting period (as per the Statement of Financial Activities)</b>	82,804	89,639
<b>Adjustments for:</b>		
Depreciation charges	22,993	28,648
Decrease/(increase) in debtors	114,405	(114,243)
Increase in creditors	59,678	120,322
<b>Net cash provided by operations</b>	<u>279,880</u>	<u>124,366</u>

### 2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.4.21 £	Cash flow £	At 31.3.22 £
<b>Net cash</b>			
Cash at bank and in hand	385,306	259,992	645,298
	<u>385,306</u>	<u>259,992</u>	<u>645,298</u>
<b>Total</b>	<u>385,306</u>	<u>259,992</u>	<u>645,298</u>

## **BASSETLAW ACTION CENTRE**

### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022**

#### **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.

##### **Donated goods**

Donated goods have been included in the accounts at market value.



# BASSETLAW ACTION CENTRE

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2022

### 2. DONATIONS AND LEGACIES

	2022 £	2021 £
Gifts	356	1,025
Donated assets	9,790	-
	<u>10,146</u>	<u>1,025</u>

### 3. INCOME FROM CHARITABLE ACTIVITIES

	Bassetlaw Action Centre £	Car Scheme £	Car Scheme Plus £	Minibus £
Charitable activities income	58,612	45,369	165	3,641
CJRS income	282	-	-	-
Grant aid and contracts	122,809	22,185	-	1,965
	<u>181,703</u>	<u>67,554</u>	<u>165</u>	<u>5,606</u>
	Housing Choice £	Home Support £	Social Prescribing/ Befriending £	GOGA (Get Out Get Active) £
Charitable activities income	-	83,369	-	-
CJRS income	-	-	-	-
Grant aid and contracts	25,647	-	10,000	60,185
	<u>25,647</u>	<u>83,369</u>	<u>10,000</u>	<u>60,185</u>
	PEPA (Positive Experiences in Physical Activity) £	Mens Walk Talk £	Total activities £	Total activities £
Charitable activities income	18,408	-	209,564	121,569
CJRS income	-	-	282	25,176
Grant aid and contracts	43,500	1,000	299,291	348,695
	<u>61,908</u>	<u>1,000</u>	<u>509,137</u>	<u>495,440</u>

### 4. OTHER INCOME

	2022 £	2021 £
Bank interest received	407	389
Insurance claim	-	10,557
	<u>407</u>	<u>10,946</u>

# BASSETLAW ACTION CENTRE

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2022

### 5. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 6) £	Support costs (see note 7) £	Totals £
Bassetlaw Action Centre	104,807	11,969	116,776
Car Scheme	52,314	-	52,314
Car Scheme Plus	1,342	-	1,342
Minibus	4,977	-	4,977
Housing Choice	25,607	40	25,647
Home Support	72,520	480	73,000
Staying Well	31,831	-	31,831
Social Prescribing/ Befriending	10,000	-	10,000
GOGA (Get Out Get Active)	51,051	40	51,091
Covid Vaccine Transport Programme	61,908	-	61,908
PEPA (Positive Experiences in Physical Activity)	6,000	-	6,000
Mens Walk Talk	2,000	-	2,000
	<u>424,357</u>	<u>12,529</u>	<u>436,886</u>

### 6. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2022 £	2021 £
Staff costs	300,731	262,666
Premises costs	5,508	11,995
Insurance	2,018	1,704
Light and heat	2,289	2,846
Telephone	5,038	5,291
Printing, postage & stationery	1,957	6,808
Advertising	3,566	1,590
Sundries	7,008	6,606
Refreshments	511	2,091
Motor and travel costs	13,148	8,205
Driver costs	16,237	15,732
Covid vaccine transport	38,078	24,967
Volunteer shopping expenses	-	19,064
Training	4,761	3,006
Personal protective equipment	514	4,625
Depreciation	22,993	28,648
	<u>424,357</u>	<u>405,844</u>

# BASSETLAW ACTION CENTRE

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2022

### 7. SUPPORT COSTS

	Finance	Information technology	Governance costs	Totals
	£	£	£	£
Bassetlaw Action Centre	2,178	5,821	3,970	11,969
Housing Choice	-	-	40	40
Home Support	-	-	480	480
GOGA (Get Out Get Active)	-	-	40	40
	<u>2,178</u>	<u>5,821</u>	<u>4,530</u>	<u>12,529</u>

### 8. NET INCOME/(EXPENDITURE)

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

	2022	2021
	£	£
Depreciation - owned assets	<u>22,993</u>	<u>28,648</u>

### 9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

#### Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2022 nor for the year ended 31 March 2021.

### 10. STAFF COSTS

	2022	2021
	£	£
Wages and salaries	270,110	238,248
Social security costs	12,870	9,148
Other pension costs	17,751	15,270
	<u>300,731</u>	<u>262,666</u>

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

	2022	2021
	23	22
Employees	<u>23</u>	<u>22</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 2022**

**11. DONATED ASSETS**

10 Ipad Pro's were donated to the charity by The Better Care Fund. They have been included in the accounts at market value and are shown within Donated Assets and Computer Equipment Additions.

**12. TANGIBLE FIXED ASSETS**

	Freehold property £	Short leasehold £	Fixtures and fittings £
<b>COST OR VALUATION</b>			
At 1 April 2021	256,634	12,886	16,923
Additions	5,460	-	3,114
Disposals	-	-	-
At 31 March 2022	262,094	12,886	20,037
<b>DEPRECIATION</b>			
At 1 April 2021	78,983	12,886	4,231
Charge for year	-	-	5,009
Eliminated on disposal	-	-	-
At 31 March 2022	78,983	12,886	9,240
<b>NET BOOK VALUE</b>			
At 31 March 2022	183,111	-	10,797
At 31 March 2021	177,651	-	12,692
	<b>Motor vehicles £</b>	<b>Computer equipment £</b>	<b>Totals £</b>
<b>COST OR VALUATION</b>			
At 1 April 2021	107,934	116,501	510,878
Additions	682	10,632	19,888
Disposals	-	(90,013)	(90,013)
At 31 March 2022	108,616	37,120	440,753
<b>DEPRECIATION</b>			
At 1 April 2021	97,935	99,890	293,925
Charge for year	6,135	11,849	22,993
Eliminated on disposal	-	(90,013)	(90,013)
At 31 March 2022	104,070	21,726	226,905
<b>NET BOOK VALUE</b>			
At 31 March 2022	4,546	15,394	213,848
At 31 March 2021	9,999	16,611	216,953

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 £199,111. The revaluation was carried out in June 2019 by an independent valuer.

**BASSETLAW ACTION CENTRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2022**

**13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2022 £	2021 £
Trade debtors	8,245	108,424
Other debtors	-	4,000
Prepayments	6,073	16,299
	<u>14,318</u>	<u>128,723</u>

**14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2022 £	2021 £
Trade creditors	7,257	29,784
Deferred income	208,214	126,129
Accrued expenses	2,640	2,520
	<u>218,111</u>	<u>158,433</u>

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

**15. MOVEMENT IN FUNDS**

	At 1.4.21 £	Net movement in funds £	Transfers between funds £	At 31.3.22 £
<b>Unrestricted funds</b>				
Non-Designated Funds	218,823	80,845	25,000	324,668
Designated Funds	88,000	-	(25,000)	63,000
	<u>306,823</u>	<u>80,845</u>	<u>-</u>	<u>387,668</u>
<b>Restricted funds</b>				
Restricted fund	265,726	1,959	-	267,685
	<u>572,549</u>	<u>82,804</u>	<u>-</u>	<u>655,353</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
Non-Designated Funds	300,422	(219,577)	80,845
<b>Restricted funds</b>			
Restricted fund	219,268	(217,309)	1,959
	<u>519,690</u>	<u>(436,886)</u>	<u>82,804</u>

# BASSETLAW ACTION CENTRE

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2022

### 15. MOVEMENT IN FUNDS - continued

#### Comparatives for movement in funds

	At 1.4.20 £	Net movement in funds £	At 31.3.21 £
<b>Unrestricted funds</b>			
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>
<b>Restricted funds</b>			
Restricted fund	203,237	62,489	265,726
	<u>482,910</u>	<u>89,639</u>	<u>572,549</u>
<b>TOTAL FUNDS</b>			

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

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

The designated MPV funds of £25,000 are no longer required due to a new MPV being donated to the charity in the current year.

### 16. RELATED PARTY DISCLOSURES

David Liggins, a trustee, is 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 2022.

# BASSETLAW ACTION CENTRE

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2022

	2022 £	2021 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Gifts	356	1,025
Donated assets	9,790	-
	<hr/> 10,146	<hr/> 1,025
<b>Charitable activities</b>		
Charitable activities income	209,564	121,569
CJRS income	282	25,176
Grant aid and contracts	299,291	348,695
	<hr/> 509,137	<hr/> 495,440
<b>Other income</b>		
Bank interest received	407	389
Insurance claim	-	10,557
	<hr/> 407	<hr/> 10,946
<b>Total incoming resources</b>	<hr/> 519,690	<hr/> 507,411
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Wages	270,110	238,248
Social security	12,870	9,148
Pensions	17,751	15,270
Premises costs	5,508	11,995
Insurance	2,018	1,704
Light and heat	2,289	2,846
Telephone	5,038	5,291
Printing, postage & stationery	1,957	6,808
Advertising	3,566	1,590
Sundries	7,008	6,606
Refreshments	511	2,091
Motor and travel costs	13,148	8,205
Driver costs	16,237	15,732
Covid vaccine transport	38,078	24,967
Volunteer shopping expenses	-	19,064
Training	4,761	3,006
Personal protective equipment	514	4,625
Fixtures and fittings	5,009	4,231
Motor vehicles depreciation	6,135	15,587
Computer equipment depr	11,849	8,830
	<hr/> 424,357	<hr/> 405,844
<b>Support costs</b>		

# BASSETLAW ACTION CENTRE

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2022

	2022 £	2021 £
<b>Support costs</b>		
<b>Finance</b>		
Bank charges	2,178	1,674
<b>Information technology</b>		
Repairs and renewals	5,821	6,472
<b>Governance costs</b>		
Independent examination	2,760	2,592
Consultancy fees	-	258
Accounting software fees	1,090	732
Legal fees	680	200
	<u>4,530</u>	<u>3,782</u>
Total resources expended	<u>436,886</u>	<u>417,772</u>
<b>Net income</b>	<u><u>82,804</u></u>	<u><u>89,639</u></u>