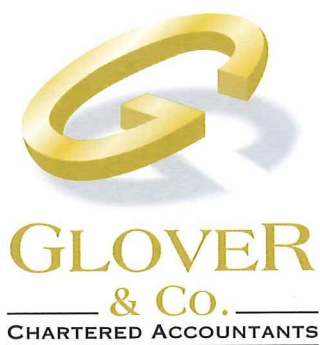


**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023  
FOR  
BASSETLAW ACTION CENTRE  
(A COMPANY LIMITED BY GUARANTEE)**



# **BASSETLAW ACTION CENTRE**

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**BASSETLAW ACTION CENTRE**  
**REFERENCE AND ADMINISTRATIVE DETAILS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

<b>TRUSTEES</b>	M E Browne J Caley D M Colton D Liggins (resigned 12.9.2022) M Storey A A D Tromans J E Coyne S J F Lamb H J Derby (appointed 13.6.2022)
<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.



# ANNUAL REPORT ON A PAGE 2022/23

**Bassetlaw**

**ACTION**

**Centre**

We MiDAS trained all of our volunteer drivers and delivered training to 12 external organisations.



The Staying Well Programme delivered 11 Courses (including courses for Patients with Long Covid). 156 patients participated.

Our Volunteer base consists of:

38 Car Scheme	4 Car Scheme Plus
6 Minibus	10 GOGA
18 Befrienders	8 Board Members
2 Office Admin	6 Staying Well Programme
Totalling 92 volunteers during the year	

We took delivery of our new fully electric, wheelchair accessible vehicle in June.



Our minibuses completed day trips for 191 passengers, lunch club trips for 219 passengers and group hire to 118 passengers.



Our new Promoting Independence service supported early discharge of 223 patients in the year—potentially freeing up hospital beds which cost around £400.00 per day.

The befriending service made 4052 telephone support calls, 129 home visits and held 28 group sessions.



Our Organisation welcomed 19,821 enquiries in person or by telephone and provided 278 home visits. We supported over 7500 people.



The home support service received 242 new client referrals during the year and created 13 new jobs for local people.



Our meeting rooms were let out over 1500 times during the year.



The housing service supported 344 new clients with a further 44 being carried over from the previous year. We gave one off advice to a further 1345 clients, placed bids for 29 clients on the Choice Based Letting system and made 3 house moves as well as offering budgeting and energy support.

The car scheme supported 555 clients to travel 84,113 miles using 35 volunteer drivers.



Our Get Out Get Active (GOGA) project was proud to support Men Walk Talk, Ladies Walk Talk and Stay Pawsitive.





**BASSETLAW ACTION CENTRE**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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 2023. 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. We are predicting a significant reduction in income for the organisation in the next financial year so, 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 2023**

**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. As funding for this service area has now been removed, we are no longer actively developing/promoting this area of work. The Self Help wall chart for 2021/2022 remains on our website as an information resource.

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. In addition to the Staying Well programme a twelve-week self-management programme for people living with long Covid has also been developed. Five long Covid self-management programmes were delivered in the year and were fully populated.

Share a Ride - this area of work has now ceased and all details removed from the website. The signage has been transferred to the North Nottinghamshire Bid.

Get Out Get Active (GOGA) - encourages participation in sport and activity between able bodied people and people with disabilities. A number of initiatives were developed further 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 and Bassetlaw Place Based Partnership. 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 and visiting service.

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. Journeys in the Car Scheme Plus are quoted on an individual basis. The new fully electric vehicle was delivered in May 2022 together with electric charging points being fitted at Bassetlaw Action Centre and the garage site. The fully electric vehicle now enables the costs of operating the service to be in line with the Community Car Scheme therefore no disproportionate charges apply to people with disabilities in need of a wheelchair accessible vehicle. In addition, operating a fully electric vehicle significantly reduces emissions and therefore supports the green agenda.

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.



**BASSETLAW ACTION CENTRE**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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 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.

Befriending - Additional volunteer befrienders have been recruited, with face to face befriending taking place in addition to a menu of befriending options to complement the traditional face to face service which includes: telephone befriending, group befriending, WhatsApp befriending and peer to peer befriending.

Keeping Warm and Well Campaign - Bassetlaw Action Centre in conjunction with other statutory organisations i.e. Bassetlaw District Council, Nottinghamshire County Council, Bassetlaw Place Based Partnership, Big Energy Saving Network (BESN) and Coalfields Regeneration Trust (CRT) offered a range of initiatives. In addition to the allocation of information packages for sustainable warmth, Bassetlaw Action Centre opened as a Warm Space between 1st October and 31st March, issued Warm Packs (including oil filled radiators, electric blankets, electric throws, flasks and thermometers) to vulnerable clients unable to afford the cost of the soaring gas and electricity costs. In addition, the Bassetlaw Action Centre Energy Advisors exceeded targets of supporting vulnerable customers. All interventions exist to reduce excessive winter deaths in older people.

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.

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 2023 is healthy however a balanced budget for the year ending 31st March 2024 has been achieved only by the commitment from Board to utilise reserves to protect services.
2. To increase income through paid for services.
  - Achieved. Income from transport services remains under target, however, income from Home Support has exceeded previous levels.
3. To increase the volunteer base.
  - Achieved. There are 83 active volunteers across all projects at the end of the financial year compared to 65 at the end of the last financial year. The new volunteer recruitment positions that we introduced have been a significant help in increasing our volunteer base.
4. To seek and pursue new opportunities to develop complementary services within the aims and objectives of the organisation.
  - Not achieved. The contract with Retford and Villages PCN was terminated as the 2 Health Coaches were employed directly by the PCN, the 3 year GOGA funding ended on 31st March 2023. The impact of this has not affected current year budget but will have implications in future years.
5. To strengthen and extend our existing offer.
  - Achieved. During the year, to alleviate the cost of living crisis, we introduced a Warm Space for 3 days per week between 1st October and 31st March. We worked with BDC and BPBP colleagues to issue warm packs consisting of oil-filled radiators, electric blankets and throws to 150 households in Bassetlaw, we delivered budgeting advice and budgeting courses and over-achieved on our Big Energy Saving Network targets.



**BASSETLAW ACTION CENTRE**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2023**

6. To ensure that we identify and proactively manage risks and emerging threats.

We continue to develop and refresh our risk assessments to ensure that we identify emerging threats at the earliest opportunity to enable us to minimise impact on the organisation. Our financial risk assessment is also continuously monitored and whilst in current financial year we have achieved the necessary levels of income, there is an identified risk to the organisation that future funding is projected to be considerably lower.

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

## **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 agreed for all existing provision with reserves being utilised for any shortfall to protect service delivery. This shortfall in funding was anticipated and detailed in our 2022 Trustees Report. 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 historic income sources.

Our success in increasing income streams to provide services at manageable costs for the year ending 31st March 2023 has resulted in a surplus of funds at year end.

### **Principal funding sources**

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

- Health Transport, Expert Patients Programme 'Staying Well', Expert Patients "Long Covid" - Funded by Bassetlaw CCG (now Bassetlaw Place Based Partnership).
- Community Car Scheme - Funded by Nottinghamshire County Council and Bassetlaw CCG/Place Based Partnership.
- 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), Bassetlaw District Council, Nottinghamshire County Council, Bassetlaw Place Based Partnership and Coalfields Regeneration Trust.
- NNSP - North Notts Support Partnership - Funded by Bassetlaw District Council
- Housing - Funded by Elderly Advice Council and Nottinghamshire County Council.
- GOGA - Funded by Active Partners Trust and the Activity Alliance.
- 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 2023**

**FINANCIAL REVIEW**

**Reserves policy**

Reserves policy

The unrestricted reserve account should not fall below 1% of turnover.

The reserve account should not exceed 75% of turnover.

The reserve account should be used specifically for the following purposes:

Unexpected expenditure

Redundancy payments where there is a shortfall in funding

Emergency provision

Cash flow

In the event that the reserve account is required for any other purpose, approval from a minimum of 3 trustees must be sought.

The 1% and 75% limits should be reviewed by the finance sub-group at least annually.

The total funds held at the year-end are £704,234.

£268,876 is restricted and £435,358 is unrestricted.

£212,375 of the restricted funds is tied up in fixed assets so would only be realised upon disposal.

£7,053 of unrestricted funds also relates to fixed assets.

The unrestricted funds available after taking into consideration the fixed assets is £428,305.

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

	£
Funding retained to cover the financial risk assessment	83,753
Funding needed to operate for a minimum of three months	108,000
Funding for 2023/24 budget to maintain services	100,000
	291,753

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 £107,000. This has been increased by £44,000 as seen in Note 15 of the accounts, £22,000 of which relates to this years increased provision, and £22,000 relates to prior year. 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 has been purchased during this reporting year.

There are sufficient funds in place to cover necessary costs for year ending 31 March 2023 and up to £100,000 has been designated for year ending 31 March 2024 to ensure all services are protected.

**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.



**BASSETLAW ACTION CENTRE**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2023**

**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.

**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.



**BASSETLAW ACTION CENTRE**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2023**

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 2023 and signed on its behalf by:

A handwritten signature in dark ink, appearing to read 'D M Colton', with a horizontal line drawn underneath the name.

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 2023.

**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 member of the 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

Glover & Co  
Chartered Accountants  
13/15 Netherhall Road  
DONCASTER  
DN1 2PH

12 September 2023

# BASSETLAW ACTION CENTRE

## STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 MARCH 2023

	Notes	Unrestricted funds £	Restricted fund £	2023 Total funds £	2022 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	1,174	-	1,174	10,145
<b>Charitable activities</b>					
Bassetlaw Action Centre	3	77,999	84,972	162,971	172,811
Car Scheme		58,414	10,465	68,879	67,554
Car Scheme Plus		3,186	55,000	58,186	165
Minibus		11,831	9,341	21,172	5,606
Housing Choice		-	22,030	22,030	25,647
Home Support		96,756	-	96,756	83,369
Staying Well		49,000	-	49,000	-
Warm & Well		5,250	3,264	8,514	-
Befriending		21,000	-	21,000	10,000
North Notts Support Partnership		15,000	-	15,000	-
GOGA (Get Out Get Active)		14,000	37,862	51,862	60,185
Covid Vaccine Transport Programme		-	-	-	61,908
PEPA (Positive Experiences in Physical Activity)		-	-	-	12,000
Mens Walk Talk		5,617	-	5,617	1,000
POV (Points of View)		11,750	-	11,750	-
Promoting Independence		35,406	5,333	40,739	-
Other income	4	15,167	-	15,167	9,300
<b>Total</b>		<b>421,550</b>	<b>228,267</b>	<b>649,817</b>	<b>519,690</b>
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>					
Bassetlaw Action Centre	5	45,112	69,131	114,243	116,776
Car Scheme		73,654	10,465	84,119	52,314
Car Scheme Plus		2,137	55,000	57,137	1,342
Minibus		12,460	9,341	21,801	4,977
Housing Choice		-	22,030	22,030	25,647
Home Support		96,756	-	96,756	73,000
Staying Well		17,169	-	17,169	31,831
Warm & Well		5,250	3,264	8,514	-
Other		-	-	-	-
Befriending		21,000	-	21,000	10,000
North Notts Support Partnership		15,000	-	15,000	-
GOGA (Get Out Get Active)		23,094	37,862	60,956	51,091
Covid Vaccine Transport Programme		-	-	-	61,908
PEPA (Positive Experiences in Physical Activity)		6,000	-	6,000	6,000
Mens Walk Talk		4,617	-	4,617	2,000
POV (Points of View)		11,750	-	11,750	-
Promoting Independence		35,406	5,333	40,739	-
Other	8	4,454	14,651	19,105	-
<b>Total</b>		<b>373,859</b>	<b>227,077</b>	<b>600,936</b>	<b>436,886</b>

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 2023**

	Notes	Unrestricted funds £	Restricted fund £	2023 Total funds £	2022 Total funds £
<b>NET INCOME</b>		47,691	1,190	48,881	82,804
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		387,668	267,685	655,353	572,549
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>435,359</u>	<u>268,875</u>	<u>704,234</u>	<u>655,353</u>

The notes form part of these financial statements

# BASSETLAW ACTION CENTRE

## BALANCE SHEET 31 MARCH 2023

	Notes	Unrestricted funds £	Restricted fund £	2023 Total funds £	2022 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	12	7,053	212,375	219,428	213,848
<b>CURRENT ASSETS</b>					
Debtors	13	33,946	5,333	39,279	14,318
Cash at bank and in hand		434,869	81,149	516,018	645,298
		<u>468,815</u>	<u>86,482</u>	<u>555,297</u>	<u>659,616</u>
<b>CREDITORS</b>					
Amounts falling due within one year	14	(40,510)	(29,981)	(70,491)	(218,111)
		<u>428,305</u>	<u>56,501</u>	<u>484,806</u>	<u>441,505</u>
<b>NET CURRENT ASSETS</b>					
		<u>428,305</u>	<u>56,501</u>	<u>484,806</u>	<u>441,505</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>435,358</u>	<u>268,876</u>	<u>704,234</u>	<u>655,353</u>
<b>NET ASSETS</b>		<u>435,358</u>	<u>268,876</u>	<u>704,234</u>	<u>655,353</u>
<b>FUNDS</b>	15				
Unrestricted funds				435,358	387,668
Restricted funds				268,876	267,685
<b>TOTAL FUNDS</b>				<u>704,234</u>	<u>655,353</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2023 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) 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.

The notes form part of these financial statements

**BASSETLAW ACTION CENTRE**

**BALANCE SHEET - continued**  
**31 MARCH 2023**

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 2023 and were signed on its behalf by:

A handwritten signature in blue ink, appearing to be 'A A D Tromans', written in a cursive style.

A A D Tromans - Trustee

The notes form part of these financial statements



**BASSETLAW ACTION CENTRE**

**CASH FLOW STATEMENT**  
**FOR THE YEAR ENDED 31 MARCH 2023**

	Notes	2023 £	2022 £
<b>Cash flows from operating activities</b>			
Cash generated from operations	1	(95,254)	279,880
Net cash (used in)/provided by operating activities		(95,254)	279,880
<b>Cash flows from investing activities</b>			
Purchase of tangible fixed assets		(53,143)	(19,888)
Sale of tangible fixed assets		1,006	-
Revaluation of freehold property		18,111	-
Net cash used in investing activities		(34,026)	(19,888)
<b>Change in cash and cash equivalents in the reporting period</b>		(129,280)	259,992
<b>Cash and cash equivalents at the beginning of the reporting period</b>		645,298	385,306
<b>Cash and cash equivalents at the end of the reporting period</b>		516,018	645,298

The notes form part of these financial statements

# BASSETLAW ACTION CENTRE

## NOTES TO THE CASH FLOW STATEMENT FOR THE YEAR ENDED 31 MARCH 2023

1.	RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES	2023 £	2022 £
	<b>Net income for the reporting period (as per the Statement of Financial Activities)</b>	48,881	82,804
	<b>Adjustments for:</b>		
	Depreciation charges	27,452	22,993
	Loss on disposal of fixed assets	994	-
	(Increase)/decrease in debtors	(24,961)	114,405
	(Decrease)/increase in creditors	(147,620)	59,678
	<b>Net cash (used in)/provided by operations</b>	<u>(95,254)</u>	<u>279,880</u>

2.	ANALYSIS OF CHANGES IN NET FUNDS	At 1.4.22 £	Cash flow £	At 31.3.23 £
	<b>Net cash</b>			
	Cash at bank and in hand	645,298	(129,280)	516,018
		<u>645,298</u>	<u>(129,280)</u>	<u>516,018</u>
	<b>Total</b>	<u>645,298</u>	<u>(129,280)</u>	<u>516,018</u>

The notes form part of these financial statements



NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023

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 December 2022 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 2023**

**2. DONATIONS AND LEGACIES**

	2023 £	2022 £
Gifts	1,174	355
Donated assets	-	9,790
	<u>1,174</u>	<u>10,145</u>

**3. INCOME FROM CHARITABLE ACTIVITIES**

	Bassetlaw Action Centre £	Car Scheme £	Car Scheme Plus £	Minibus £
Charitable activities income	61,401	40,689	3,186	4,890
CJRS income	-	-	-	-
Grant aid and contracts	101,570	28,190	55,000	16,282
	<u>162,971</u>	<u>68,879</u>	<u>58,186</u>	<u>21,172</u>
	Housing Choice £	Home Support £	Staying Well £	Warm & Well £
Charitable activities income	-	96,756	-	-
CJRS income	-	-	-	-
Grant aid and contracts	22,030	-	49,000	8,514
	<u>22,030</u>	<u>96,756</u>	<u>49,000</u>	<u>8,514</u>
	Befriending £	North Notts Support Partnership £	GOGA (Get Out Get Active) £	Mens Walk Talk £
Charitable activities income	-	-	-	-
CJRS income	-	-	-	-
Grant aid and contracts	21,000	15,000	51,862	5,617
	<u>21,000</u>	<u>15,000</u>	<u>51,862</u>	<u>5,617</u>
	POV (Points of View) £	Promoting Independence £	2023 Total activities £	2022 Total activities £
Charitable activities income	-	5,333	212,255	200,672
CJRS income	-	-	-	282
Grant aid and contracts	11,750	35,406	421,221	299,291
	<u>11,750</u>	<u>40,739</u>	<u>633,476</u>	<u>500,245</u>



# BASSETLAW ACTION CENTRE

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2023

### 4. OTHER INCOME

	2023 £	2022 £
Bank interest received	2,852	407
Rental income	12,315	8,893
	<u>15,167</u>	<u>9,300</u>

### 5. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 6) £	Support costs (see note 7) £	Totals £
Bassetlaw Action Centre	102,033	12,210	114,243
Car Scheme	84,043	76	84,119
Car Scheme Plus	57,137	-	57,137
Minibus	21,799	2	21,801
Housing Choice	22,030	-	22,030
Home Support	96,218	538	96,756
Staying Well	17,169	-	17,169
Warm & Well	8,514	-	8,514
Befriending	21,000	-	21,000
North Notts Support Partnership	15,000	-	15,000
GOGA (Get Out Get Active)	60,918	38	60,956
PEPA (Positive Experiences in Physical Activity)	6,000	-	6,000
Mens Walk Talk	4,617	-	4,617
POV (Points of View)	11,750	-	11,750
Promoting Independence	40,739	-	40,739
	<u>568,967</u>	<u>12,864</u>	<u>581,831</u>

### 6. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2023 £	2022 £
Staff costs	419,184	300,731
Premises costs	11,887	5,508
Insurance	2,353	2,018
Light and heat	4,261	2,289
Telephone	4,907	5,038
Printing, postage & stationery	9,962	1,957
Advertising	7,620	3,566
Sundries	8,287	7,008
Refreshments	5,274	511
Motor and travel costs	21,711	13,148
Driver costs	11,071	16,237
Covid vaccine transport	-	38,078
Volunteer shopping expenses	2,996	-
Training	3,257	4,761
Personal protective equipment	641	514
Warm packs	28,104	-
Carried forward	<u>541,515</u>	<u>401,364</u>

# BASSETLAW ACTION CENTRE

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2023

### 6. DIRECT COSTS OF CHARITABLE ACTIVITIES - continued

	2023 £	2022 £
Brought forward	541,515	401,364
Depreciation	27,452	22,993
	<u>568,967</u>	<u>424,357</u>

### 7. SUPPORT COSTS

	Finance £	Information technology £	Governance costs £	Totals £
Bassetlaw Action Centre	2,086	4,205	5,919	12,210
Car Scheme	-	-	76	76
Minibus	2	-	-	2
Home Support	6	-	532	538
GOGA (Get Out Get Active)	-	-	38	38
	<u>2,094</u>	<u>4,205</u>	<u>6,565</u>	<u>12,864</u>

### 8. OTHER

	2023 £	2022 £
Loss on sale of assets	994	-
Impairment losses	18,111	-
	<u>19,105</u>	<u>-</u>

### 9. NET INCOME/(EXPENDITURE)

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

	2023 £	2022 £
Depreciation - owned assets	27,452	22,993
Deficit on disposal of fixed assets	994	-
	<u>28,446</u>	<u>22,993</u>

### 10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2023 nor for the year ended 31 March 2022.

#### Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2023 nor for the year ended 31 March 2022.



**BASSETLAW ACTION CENTRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2023**

**11. STAFF COSTS**

	2023 £	2022 £
Wages and salaries	373,031	270,110
Social security costs	21,468	12,870
Other pension costs	24,685	17,751
	<u>419,184</u>	<u>300,731</u>

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

	2023	2022
Employees	<u>26</u>	<u>23</u>

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

**12. TANGIBLE FIXED ASSETS**

	Freehold property £	Property improvements £	Fixtures and fittings £
<b>COST OR VALUATION</b>			
At 1 April 2022	262,094	12,886	20,037
Additions	-	-	6,272
Disposals	-	-	-
Revaluations	(18,111)	-	-
	<u>243,983</u>	<u>12,886</u>	<u>26,309</u>
At 31 March 2023	243,983	12,886	26,309
<b>DEPRECIATION</b>			
At 1 April 2022	78,983	12,886	9,240
Charge for year	-	-	5,491
Eliminated on disposal	-	-	-
	<u>78,983</u>	<u>12,886</u>	<u>14,731</u>
At 31 March 2023	78,983	12,886	14,731
<b>NET BOOK VALUE</b>			
At 31 March 2023	<u>165,000</u>	<u>-</u>	<u>11,578</u>
At 31 March 2022	<u>183,111</u>	<u>-</u>	<u>10,797</u>

**BASSETLAW ACTION CENTRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2023**

**12. TANGIBLE FIXED ASSETS - continued**

	Motor vehicles £	Computer equipment £	Totals £
<b>COST OR VALUATION</b>			
At 1 April 2022	108,616	37,120	440,753
Additions	42,362	4,509	53,143
Disposals	(22,000)	-	(22,000)
Revaluations	-	-	(18,111)
	<hr/>	<hr/>	<hr/>
At 31 March 2023	128,978	41,629	453,785
	<hr/>	<hr/>	<hr/>
<b>DEPRECIATION</b>			
At 1 April 2022	104,070	21,726	226,905
Charge for year	8,609	13,352	27,452
Eliminated on disposal	(20,000)	-	(20,000)
	<hr/>	<hr/>	<hr/>
At 31 March 2023	92,679	35,078	234,357
	<hr/>	<hr/>	<hr/>
<b>NET BOOK VALUE</b>			
At 31 March 2023	36,299	6,551	219,428
	<hr/>	<hr/>	<hr/>
At 31 March 2022	4,546	15,394	213,848
	<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 £199,111. The revaluation was carried out in December 2022 by an independent valuer.

During the year the old MPV was made available for sale to all staff at market value. L Tupling subsequently purchased the vehicle.

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

	2023 £	2022 £
Trade debtors	32,699	8,245
Prepayments	6,580	6,073
	<hr/>	<hr/>
	39,279	14,318
	<hr/>	<hr/>



**BASSETLAW ACTION CENTRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2023**

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

	2023 £	2022 £
Trade creditors	845	7,257
Deferred income	66,766	208,214
Accrued expenses	2,880	2,640
	<u>70,491</u>	<u>218,111</u>

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

**15. MOVEMENT IN FUNDS**

	At 1.4.22 £	Net movement in funds £	Transfers between funds £	At 31.3.23 £
<b>Unrestricted funds</b>				
Non-Designated Funds	324,668	47,690	(44,000)	328,358
Designated Funds	63,000	-	44,000	107,000
	<u>387,668</u>	<u>47,690</u>	<u>-</u>	<u>435,358</u>
<b>Restricted funds</b>				
Restricted fund	267,685	1,191	-	268,876
	<u>267,685</u>	<u>1,191</u>	<u>-</u>	<u>268,876</u>
<b>TOTAL FUNDS</b>	<u>655,353</u>	<u>48,881</u>	<u>-</u>	<u>704,234</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	421,549	(373,859)	47,690
<b>Restricted funds</b>			
Restricted fund	228,268	(227,077)	1,191
	<u>228,268</u>	<u>(227,077)</u>	<u>1,191</u>
<b>TOTAL FUNDS</b>	<u>649,817</u>	<u>(600,936)</u>	<u>48,881</u>

**BASSETLAW ACTION CENTRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2023**

**15. MOVEMENT IN FUNDS - continued**

**Comparatives for 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>

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	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>

**16. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2023.



# BASSETLAW ACTION CENTRE

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2023

	2023 £	2022 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Gifts	1,174	355
Donated assets	-	9,790
	<hr/> 1,174	<hr/> 10,145
<b>Charitable activities</b>		
Charitable activities income	212,255	200,672
CJRS income	-	282
Grant aid and contracts	421,221	299,291
	<hr/> 633,476	<hr/> 500,245
<b>Other income</b>		
Bank interest received	2,852	407
Rental income	12,315	8,893
	<hr/> 15,167	<hr/> 9,300
<b>Total incoming resources</b>	<hr/> 649,817	<hr/> 519,690
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Wages	373,031	270,110
Social security	21,468	12,870
Pensions	24,685	17,751
Premises costs	11,887	5,508
Insurance	2,353	2,018
Light and heat	4,261	2,289
Telephone	4,907	5,038
Printing, postage & stationery	9,962	1,957
Advertising	7,620	3,566
Sundries	8,287	7,008
Refreshments	5,274	511
Motor and travel costs	21,711	13,148
Driver costs	11,071	16,237
Covid vaccine transport	-	38,078
Volunteer shopping expenses	2,996	-
Training	3,257	4,761
Personal protective equipment	641	514
Warm packs	28,104	-
Fixtures and fittings	5,491	5,009
Motor vehicles depreciation	8,609	6,135
Computer equipment depr	13,352	11,849
	<hr/> 568,967	<hr/> 424,357

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 2023

	2023 £	2022 £
<b>Charitable activities</b>		
<b>Other</b>		
Loss on sale of tangible fixed assets	994	-
Impairment losses for tangible fixed assets	18,111	-
	<u>19,105</u>	<u>-</u>
<b>Support costs</b>		
<b>Finance</b>		
Bank charges	2,094	2,178
<b>Information technology</b>		
Repairs and renewals	4,205	5,821
<b>Governance costs</b>		
Independent examination	3,360	2,760
Accounting software fees	1,529	1,090
Legal fees	1,676	680
	<u>6,565</u>	<u>4,530</u>
Total resources expended	<u>600,936</u>	<u>436,886</u>
<b>Net income</b>	<u><u>48,881</u></u>	<u><u>82,804</u></u>

This page does not form part of the statutory financial statements