

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

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024
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 2024

TRUSTEES	M E Browne J Caley D M Colton M Storey A A D Tromans J E Coyne S J F Lamb H J Derby S J Reed (appointed 12.9.2023)
COMPANY SECRETARY	D M Colton
REGISTERED OFFICE	The Warehouse Canal Steet RETFORD DN22 6EZ
REGISTERED COMPANY NUMBER	05177066 (England and Wales)
REGISTERED CHARITY NUMBER	1106908
INDEPENDENT EXAMINER	Glover & Co Chartered Accountants 13/15 Netherhall Road DONCASTER DN1 2PH
BANKERS	Unity Trust plc Four Brindley Place BIRMINGHAM B1 2JB

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

BASSETLAW ACTION CENTRE
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2024

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 2024. 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).

BASSETLAW ACTION CENTRE
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2024

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 we captured our plans and vision for the past five years of our development and can now reflect on our plans. We could not have foreseen the impact that Covid would have on our people, our organisation and our service delivery but nonetheless our aims remained strong and we can now acknowledge the achievements we have made.

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

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 (and in drafting our 2025/2031 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 had predicted a significant reduction in income for the organisation in the financial year so, we agreed to utilise up to £100,000.00 from our reserves to enable us to maintain our charitable activities. Due to significant fundraising activities during the year we have managed to generate a surplus without using any of our reserves. At the end of the year 44% of our overall income was generated by our paid for services and 46 funding applications had been submitted during the year - of which we had a success rate of 41%. We were successful in securing a countywide tender from Nottinghamshire County Council for one year (with possible extension up to 5 years) with a contract value of £275,000.00 which had a significant positive impact on our financial position. 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 developing our strategic plan was to identify and agree on some strategic objectives which have been tracked on an annual basis, in addition to ensuring the plan is in line with the evolving external context. These objectives are detailed on page 4.

The name Bassetlaw Action Centre suggests that our service delivery is coterminous with the district boundary. Therefore, we have added a strapline which says "making a difference throughout Nottinghamshire" in acknowledgement of where our service delivery now takes place.

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 Nottinghamshire 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 2024

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The services offered by the Bassetlaw Action Centre fall under several main project headings as follows:

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, alongside 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 and continues to be delivered.

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. Funding for GOGA has now ended and this area of work will be significantly reduced from 1 April 2024.

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 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 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.

Promoting Independence is currently offered in Bassetlaw Hospital to support patients within 48 hours of discharge to make informed choices about maintaining independence. This can be to provide information and advice on preventative services available, welfare benefits support and access to other sources of advice to empower patients to make informed decisions.

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 continues to grow, with lunch clubs to reduce loneliness amongst our older population being very popular. The charity has a designated Minibus replacement fund which will be utilised in due course to replace the existing vehicle but we currently have plans in place to expand our service delivery by providing transport options to people with disabilities and to secure a second vehicle to enable us to meet the additional demand. In the year a further £22,000 has been designated into the Minibus replacement fund and a further £14,000 has been designated into the Wheelchair Accessible Vehicle fund (now known as a WAV not an MPV).

BASSETLAW ACTION CENTRE
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2024

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.

The newly commissioned Supported Hospital Discharge Service is a Nottinghamshire wide service and therefore available at Bassetlaw Hospital, King's Mill Hospital and Queen's Medical Centre. This service is aimed specifically at P1 patients. P1 patients are those who require some form of care package or reablement service to enable them to be discharged home. The SHDS advisors put a range of practical services in place to speed up discharges and are predominantly offered to patients that have no family or support services in place when they are discharged from hospital.

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.

We have also been fortunate to secure funding from the UKSPF funding streams to cover the salary costs of our Volunteer Recruiter for a further year, to upgrade our central heating system to include Hive thermostatically controlled radiator valves and to have Solar Panels installed to enable us to generate our own electricity. The installation of the Solar Panels will not only significantly reduce our energy costs but will also generate a surplus energy which will be sold back to the National Grid.

A range of other services and facilities are available for individuals and organisations, including advice on funding sources and applications and the provision of low-cost space and meeting rooms.

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 anticipated requirement to use £100,000.00 of reserves during the year, the financial position at the end of March 2024 is healthy showing a surplus. A projected balanced budget for the year ending 31st March 2025 has been achieved due to robust financial management.
2. To increase income through paid for services.
- Achieved. 44% of our income in year ending March 2024 was from paid for services.
3. To increase the volunteer base.
- Achieved. There are 88 active volunteers across all projects at the end of the financial year compared to 83 at the end of the last financial year (and 65 the previous 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.
- Achieved. We successfully secured the new Supported Hospital Discharge Service (SHDS) Tender from Nottinghamshire County Council for 1 year with a possible extension to 5 years. Meanwhile we continued to secure funding to extend the Warm Pack allocation, we secured funding for Solar Panels for the building which will not only reduce our energy costs but will generate an income for the organisation. We secured funding to upgrade our meeting rooms to include a large screen and "Owl" conferencing facilities.
5. To strengthen and extend our existing offer.

BASSETLAW ACTION CENTRE
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2024

- Achieved. We collectively wrote 46 funding applications during the year of which 19 were successful. This represents a 41% success rate. Additionally, the Supported Hospital Discharge Service is a Countywide service resulting in us extending our offer not only to Bassetlaw Patients on discharge from Hospital but Patients throughout Nottinghamshire. This has resulted in new partnerships being formed and extended our offer throughout the County.

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

Achieved. 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 turnover, there remains a risk to the organisation that future funding could reduce.

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 a small surplus being predicted. The charity anticipates a reduction in funding for year ending 31 March 2026 so 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 2024 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, Befriending, Promoting Independence, Expert Patients Programme 'Staying Well', Expert Patients "Long Covid" - Funded by Nottingham ICB (through the Bassetlaw Place Based Partnership).
- Community Car Scheme - Funded by Nottinghamshire County Council and Nottingham ICB (through Bassetlaw 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, Nottingham ICB (through Bassetlaw Place Based Partnership).
- Housing - Funded by Nottinghamshire County Council.
- Supported Hospital Discharge Service - Funded by Nottinghamshire County Council.

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 2024

FINANCIAL REVIEW

Reserves policy

Reserves policy

The board are currently taking advice to review the existing reserves policy which is as follows:

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

The unrestricted, non-designated 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 £754,058.

£278,407 is restricted and £475,651 is unrestricted.

£202,565 of the restricted funds is tied up in fixed assets so would only be realised upon disposal.

£6,736 of unrestricted funds also relates to fixed assets.

The unrestricted funds available after taking into consideration the fixed assets is £468,915.

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

	£
Funding retained to cover the financial risk assessment	79,698
Funding needed to operate for a minimum of three months	108,000
	<hr/>
	187,698

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 £129,000 and a Wheelchair Accessible Vehicle fund of £14,000. The timing of this expenditure will be as stated when the current vehicles require replacing.

Employee pension contributions

The charity has also undertaken to increase the pension contributions made to the employee pension scheme. Pension contributions will continue to be paid at the percentages set for each employee, but in addition, and based upon affordability and the financial situation of the charity at the end of each financial year, 50% of any annual surplus is to be paid into pension funds for employees as follows, 1/3rd to the Chief Executive and 2/3rds to the remaining staff pro-rata. These additional contributions will commence in the year ending 31 March 2025, based on the surplus made in these accounts. For the year ended 31 March 2025 the charity will therefore contribute an additional £24,912 into employee pension schemes.

There are sufficient funds in place to cover necessary costs for year ending 31 March 2025.

BASSETLAW ACTION CENTRE
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2024

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 older people, people at risk, 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.

Organisational structure

In December each year the Finance Subgroup undertakes a pay review for all staff and makes recommendation to board for implementation from April. In 2024 a market review was undertaken to benchmark and compare the pay of key management personnel to ensure that the organisation was providing a pay scale attractive enough to ensure the right calibre of people were engaged in the organisation and that key management personnel were paid comparable to other similar organisations in the UK.

Induction and training of new trustees

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

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

Related parties

There are no Directors or Trustees related party issues.

BASSETLAW ACTION CENTRE
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2024

STRUCTURE, GOVERNANCE AND MANAGEMENT

Risk management

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

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

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

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

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

Approved by order of the board of trustees on 3 September 2024 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 2024.

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

3 September 2024

BASSETLAW ACTION CENTRE

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 MARCH 2024

	Notes	Unrestricted funds £	Restricted fund £	2024 Total funds £	2023 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	-	9,533	9,533	1,174
Charitable activities					
Bassetlaw Action Centre	3	91,283	38,247	129,530	162,971
Car Scheme		39,107	-	39,107	68,879
Car Scheme Plus		2,814	-	2,814	58,186
Minibus		10,226	1,276	11,502	21,172
Housing Choice		13,625	-	13,625	22,030
Home Support		111,410	5,333	116,743	96,756
Staying Well		15,000	15,000	30,000	49,000
Warm & Well		-	27,203	27,203	8,514
Befriending		10,000	-	10,000	21,000
North Notts Support Partnership		15,000	-	15,000	15,000
GOGA (Get Out Get Active)		44,654	3,000	47,654	51,862
Mens Walk Talk		1,631	-	1,631	5,617
POV (Points of View)		9,400	-	9,400	11,750
Promoting Independance		-	5,000	5,000	40,739
Supported Hospital Discharge		32,083	-	32,083	-
Digital & Social Inclusion		5,000	-	5,000	-
Other income	4	20,027	-	20,027	15,167
Total		421,260	104,592	525,852	649,817
EXPENDITURE ON					
Charitable activities					
Bassetlaw Action Centre	5	71,019	38,247	109,266	114,243
Car Scheme		39,107	-	39,107	84,119
Car Scheme Plus		2,814	-	2,814	57,137
Minibus		10,226	1,276	11,502	21,801
Housing Choice		13,625	-	13,625	22,030
Home Support		111,410	5,333	116,743	96,756
Staying Well		15,000	15,000	30,000	17,169
Warm & Well		-	27,203	27,203	8,514
Befriending		10,000	-	10,000	21,000
North Notts Support Partnership		15,000	-	15,000	15,000
GOGA (Get Out Get Active)		44,654	3,000	47,654	60,956
PEPA (Positive Experiences in Physical Activity)		-	-	-	6,000
Mens Walk Talk		1,631	-	1,631	4,617
POV (Points of View)		9,400	-	9,400	11,750
Promoting Independance		-	5,000	5,000	40,739
Supported Hospital Discharge		32,083	-	32,083	-
Digital & Social Inclusion		5,000	-	5,000	-
Other	8	-	-	-	19,105
Total		380,969	95,059	476,028	600,936
NET INCOME		40,291	9,533	49,824	48,881

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 2024**

	Notes	Unrestricted funds £	Restricted fund £	2024 Total funds £	2023 Total funds £
RECONCILIATION OF FUNDS					
Total funds brought forward		435,358	268,876	704,234	655,353
TOTAL FUNDS CARRIED FORWARD		<u>475,649</u>	<u>278,409</u>	<u>754,058</u>	<u>704,234</u>

The notes form part of these financial statements

BASSETLAW ACTION CENTRE

BALANCE SHEET 31 MARCH 2024

	Notes	Unrestricted funds £	Restricted fund £	2024 Total funds £	2023 Total funds £
FIXED ASSETS					
Tangible assets	12	6,736	202,565	209,301	219,428
CURRENT ASSETS					
Debtors	13	8,935	5,000	13,935	39,279
Cash at bank and in hand		503,613	70,842	574,455	516,018
		<u>512,548</u>	<u>75,842</u>	<u>588,390</u>	<u>555,297</u>
CREDITORS					
Amounts falling due within one year	14	(43,633)	-	(43,633)	(70,491)
NET CURRENT ASSETS		<u>468,915</u>	<u>75,842</u>	<u>544,757</u>	<u>484,806</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>475,651</u>	<u>278,407</u>	<u>754,058</u>	<u>704,234</u>
NET ASSETS		<u>475,651</u>	<u>278,407</u>	<u>754,058</u>	<u>704,234</u>
FUNDS	15				
Unrestricted funds				475,651	435,358
Restricted funds				<u>278,407</u>	<u>268,876</u>
TOTAL FUNDS				<u>754,058</u>	<u>704,234</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2024 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 3 September 2024 and were signed on its behalf by:

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 2024

	Notes	2024 £	2023 £
Cash flows from operating activities			
Cash generated from operations	1	71,077	(95,254)
Net cash provided by/(used in) operating activities		<u>71,077</u>	<u>(95,254)</u>
Cash flows from investing activities			
Purchase of tangible fixed assets		(12,640)	(53,143)
Sale of tangible fixed assets		-	1,006
Revaluation of freehold property		-	18,111
Net cash used in investing activities		<u>(12,640)</u>	<u>(34,026)</u>
Change in cash and cash equivalents in the reporting period		<u>58,437</u>	<u>(129,280)</u>
Cash and cash equivalents at the beginning of the reporting period		<u>516,018</u>	<u>645,298</u>
Cash and cash equivalents at the end of the reporting period		<u><u>574,455</u></u>	<u><u>516,018</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 2024

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

	2024 £	2023 £
Net income for the reporting period (as per the Statement of Financial Activities)	49,824	48,881
Adjustments for:		
Depreciation charges	22,767	27,452
Loss on disposal of fixed assets	-	994
Decrease/(increase) in debtors	25,344	(24,961)
Decrease in creditors	(26,858)	(147,620)
Net cash provided by/(used in) operations	<u>71,077</u>	<u>(95,254)</u>

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.4.23 £	Cash flow £	At 31.3.24 £
Net cash			
Cash at bank and in hand	516,018	58,437	574,455
	<u>516,018</u>	<u>58,437</u>	<u>574,455</u>
Total	<u>516,018</u>	<u>58,437</u>	<u>574,455</u>

The notes form part of these financial statements

BASSETLAW ACTION CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

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.

BASSETLAW ACTION CENTRE

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2024

2. DONATIONS AND LEGACIES

	2024 £	2023 £
Donations	9,533	1,174

3. INCOME FROM CHARITABLE ACTIVITIES

		Bassetlaw Action Centre £	Car Scheme £	Car Scheme Plus £	Minibus £	
Charitable activities income		9,721	38,207	2,814	10,226	
Grant aid and contracts		119,809	900	-	1,276	
		<u>129,530</u>	<u>39,107</u>	<u>2,814</u>	<u>11,502</u>	
		Housing Choice £	Home Support £	Staying Well £	Warm & Well £	
Charitable activities income		-	111,410	-	-	
Grant aid and contracts		13,625	5,333	30,000	27,203	
		<u>13,625</u>	<u>116,743</u>	<u>30,000</u>	<u>27,203</u>	
		Befriending £	North Notts Support Partnership £	GOGA (Get Out Get Active) £	Mens Walk Talk £	POV (Points of View) £
Charitable activities income		-	-	-	-	-
Grant aid and contracts		10,000	15,000	47,654	1,631	9,400
		<u>10,000</u>	<u>15,000</u>	<u>47,654</u>	<u>1,631</u>	<u>9,400</u>
					2024	2023
		Promoting Independence £	Supported Hospital Discharge £	Digital & Social Inclusion £	Total activities £	Total activities £
Charitable activities income		-	32,083	-	204,461	212,255
Grant aid and contracts		5,000	-	5,000	291,831	421,221
		<u>5,000</u>	<u>32,083</u>	<u>5,000</u>	<u>496,292</u>	<u>633,476</u>

BASSETLAW ACTION CENTRE

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2024

4. OTHER INCOME

	2024	2023
	£	£
Bank interest received	9,519	2,852
Insurance claim	473	-
Rental income	10,035	12,315
	<u>20,027</u>	<u>15,167</u>

5. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 6)	Support costs (see note 7)	Totals
	£	£	£
Bassetlaw Action Centre	97,289	11,977	109,266
Car Scheme	39,107	-	39,107
Car Scheme Plus	2,814	-	2,814
Minibus	11,502	-	11,502
Housing Choice	13,473	152	13,625
Home Support	116,477	266	116,743
Staying Well	30,000	-	30,000
Warm & Well	27,203	-	27,203
Befriending	10,000	-	10,000
North Notts Support Partnership	15,000	-	15,000
GOGA (Get Out Get Active)	47,654	-	47,654
Mens Walk Talk	1,631	-	1,631
POV (Points of View)	9,400	-	9,400
Promoting Independance	5,000	-	5,000
Supported Hospital Discharge	32,083	-	32,083
Digital & Social Inclusion	5,000	-	5,000
	<u>463,633</u>	<u>12,395</u>	<u>476,028</u>

6. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2024	2023
	£	£
Staff costs	365,128	419,184
Premises costs	6,860	11,887
Insurance	2,643	2,353
Light and heat	6,563	4,261
Telephone	4,350	4,907
Printing, postage & stationery	3,865	9,962
Advertising	2,273	7,620
Sundries	6,059	8,287
Refreshments	4,084	5,274
Motor and travel costs	19,734	21,711
Driver costs	9,532	11,071
Volunteer shopping expenses	160	2,996
Training	949	3,257
Personal protective equipment	885	641
Warm packs	7,782	28,104
Depreciation	22,766	27,452
	<u>463,633</u>	<u>568,967</u>

BASSETLAW ACTION CENTRE

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2024

7. SUPPORT COSTS

	Finance £	Information technology £	Governance costs £	Totals £
Bassetlaw Action Centre	2,685	3,635	5,657	11,977
Housing Choice	-	-	152	152
Home Support	-	-	266	266
	<u>2,685</u>	<u>3,635</u>	<u>6,075</u>	<u>12,395</u>

8. OTHER

	2024 £	2023 £
Loss on sale of assets	-	994
Impairment losses	-	18,111
	<u>-</u>	<u>19,105</u>

9. NET INCOME/(EXPENDITURE)

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

	2024 £	2023 £
Depreciation - owned assets	22,768	27,452
Deficit on disposal of fixed assets	-	994
	<u>-</u>	<u>-</u>

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2024 nor for the year ended 31 March 2023.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2024 nor for the year ended 31 March 2023.

11. STAFF COSTS

	2024 £	2023 £
Wages and salaries	324,442	373,031
Social security costs	16,326	21,468
Other pension costs	24,360	24,685
	<u>365,128</u>	<u>419,184</u>

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

	2024	2023
Employees	<u>26</u>	<u>26</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 2024

12. TANGIBLE FIXED ASSETS

	Freehold property £	Property improvements £	Fixtures and fittings £
COST OR VALUATION			
At 1 April 2023	243,983	12,886	26,309
Additions	-	-	1,783
Disposals	-	-	-
At 31 March 2024	243,983	12,886	28,092
DEPRECIATION			
At 1 April 2023	78,983	12,886	14,731
Charge for year	-	-	5,492
Eliminated on disposal	-	-	-
At 31 March 2024	78,983	12,886	20,223
NET BOOK VALUE			
At 31 March 2024	165,000	-	7,869
At 31 March 2023	165,000	-	11,578
	Motor vehicles £	Computer equipment £	Totals £
COST OR VALUATION			
At 1 April 2023	128,978	41,629	453,785
Additions	-	10,858	12,641
Disposals	-	(1,902)	(1,902)
At 31 March 2024	128,978	50,585	464,524
DEPRECIATION			
At 1 April 2023	92,679	35,078	234,357
Charge for year	8,609	8,667	22,768
Eliminated on disposal	-	(1,902)	(1,902)
At 31 March 2024	101,288	41,843	255,223
NET BOOK VALUE			
At 31 March 2024	27,690	8,742	209,301
At 31 March 2023	36,299	6,551	219,428

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.

BASSETLAW ACTION CENTRE

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2024

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024	2023
	£	£
Trade debtors	787	32,699
Accrued income	5,526	-
Prepayments	7,622	6,580
	<u>13,935</u>	<u>39,279</u>

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024	2023
	£	£
Trade creditors	1,439	845
Deferred income	38,834	66,766
Accrued expenses	3,360	2,880
	<u>43,633</u>	<u>70,491</u>

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

15. MOVEMENT IN FUNDS

	At 1.4.23	Net movement in funds	Transfers between funds	At 31.3.24
	£	£	£	£
Unrestricted funds				
Non-Designated Funds	328,358	40,293	(36,000)	332,651
Designated Funds	107,000	-	36,000	143,000
	<u>435,358</u>	<u>40,293</u>	<u>-</u>	<u>475,651</u>
Restricted funds				
Restricted fund	268,876	9,531	-	278,407
	<u>704,234</u>	<u>49,824</u>	<u>-</u>	<u>754,058</u>

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
Non-Designated Funds	421,260	(380,967)	40,293
Restricted funds			
Restricted fund	104,592	(95,061)	9,531
	<u>525,852</u>	<u>(476,028)</u>	<u>49,824</u>

BASSETLAW ACTION CENTRE

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2024

15. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.22 £	Net movement in funds £	Transfers between funds £	At 31.3.23 £
Unrestricted funds				
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>
Restricted funds				
Restricted fund	267,685	1,191	-	268,876
	<u>267,685</u>	<u>1,191</u>	<u>-</u>	<u>268,876</u>
TOTAL FUNDS	<u>655,353</u>	<u>48,881</u>	<u>-</u>	<u>704,234</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
Non-Designated Funds	421,549	(373,859)	47,690
Restricted funds			
Restricted fund	228,268	(227,077)	1,191
	<u>228,268</u>	<u>(227,077)</u>	<u>1,191</u>
TOTAL FUNDS	<u>649,817</u>	<u>(600,936)</u>	<u>48,881</u>

16. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2024.

BASSETLAW ACTION CENTRE

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2024

	2024 £	2023 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	9,533	1,174
Charitable activities		
Charitable activities income	204,461	212,255
Grant aid and contracts	291,831	421,221
	<hr/> 496,292	<hr/> 633,476
Other income		
Bank interest received	9,519	2,852
Insurance claim	473	-
Rental income	10,035	12,315
	<hr/> 20,027	<hr/> 15,167
Total incoming resources	<hr/> 525,852	<hr/> 649,817
EXPENDITURE		
Charitable activities		
Wages	324,442	373,031
Social security	16,326	21,468
Pensions	24,360	24,685
Premises costs	6,860	11,887
Insurance	2,643	2,353
Light and heat	6,563	4,261
Telephone	4,350	4,907
Printing, postage & stationery	3,865	9,962
Advertising	2,273	7,620
Sundries	6,059	8,287
Refreshments	4,084	5,274
Motor and travel costs	19,734	21,711
Driver costs	9,532	11,071
Volunteer shopping expenses	160	2,996
Training	949	3,257
Personal protective equipment	885	641
Warm packs	7,782	28,104
Fixtures depreciation	5,491	5,491
Motor vehicles depreciation	8,609	8,609
Computer equipment depr	8,666	13,352
	<hr/> 463,633	<hr/> 568,967
Other		
Loss on sale of tangible fixed assets	-	994
Impairment losses for tangible fixed assets	-	18,111
	<hr/> -	<hr/> 19,105

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 2024

	2024 £	2023 £
Support costs		
Finance		
Bank charges	2,685	2,094
Information technology		
Repairs and renewals	3,635	4,205
Governance costs		
Independent examination	3,840	3,360
Accounting software fees	1,703	1,529
Legal fees	532	1,676
	<hr/> 6,075	<hr/> 6,565
Total resources expended	<hr/> 476,028	<hr/> 600,936
Net income	<hr/> <hr/> 49,824	<hr/> <hr/> 48,881

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