

Company registration number: 05180733

Charity registration number: 1109429

Hucknall and District Voluntary Sector Partnership

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 30 September 2020

Community Accounting Plus
Units 1 & 2 North West
41 Talbot Street
Nottingham
NG1 5GL

Hucknall and District Voluntary Sector Partnership

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Hucknall and District Voluntary Sector Partnership

Reference and Administrative Details

Trustees	Trevor Clay Lee Hutchinson Brenda Shelbourne Alberto Rovida
Secretary	Trevor Clay
Senior Management Team	Rebecca Wells, Centre Co-ordinator
Principal Office	3a Vine Terrace Hucknall Nottingham Nottinghamshire NG15 7AR
Company Registration Number	05180733
Charity Registration Number	1109429
Independent Examiner	John O'Brien, employee of Community Accounting Plus Units 1 & 2 North West 41 Talbot Street Nottingham NG1 5GL

Hucknall and District Voluntary Sector Partnership

Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 30 September 2020.

Trustees

Trevor Clay

Lee Hutchinson

Brenda Shelbourne

Alberto Rovida

Structure, governance and management

Organisational structure

MEMBERS OF THE MANAGEMENT COMMITTEE

Representative Mark Spencer's Offices

Representative CGL Offices

Janet Johnson – Shaun's Cafe

Paddy Tipping - Advisor

Gillian Welch – Advisor Ashfield District Council

Nature of governing document

The charity is a company limited by guarantee and registered charity. It is operated under the rules of its memorandum and articles of association dated 13 July 2004 . It has no share capital and the liability of each member in the event of winding-up is limited to £1.

Recruitment and appointment of trustees

New trustees come to us by recommendation, they are generally people who are actively involved with HDVSP.

Objectives and activities

Objects and aims

To generally benefit the inhabitants of Hucknall and surrounding areas as the trustees for the time being of the charity shall think fit, including the provision of low cost accommodation and related services to charitable and voluntary organisations for the general benefit of the inhabitants of Hucknall and the surrounding district.

Objectives, strategies and activities

We provide and maintain office accommodation at 3a Vine Terrace, including the provision of a reception service and cafe for centre users.

Public benefit

We benefit the public through providing the opportunity to access a range of services in one location close to the town centre.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Achievements and performance

We continued to provide accommodation to a range of organisations including the local food bank, demand for which increased significantly since the commencement of the Covid 19 pandemic.

Hucknall and District Voluntary Sector Partnership

Trustees' Report

Financial review

All tenancies have continued throughout the period and so, although room hire has inevitably been impacted by the Covid 19 pandemic, the final position is viable. There is an urgent need to reduce electricity consumption and action has already been taken to programme heaters appropriate to each room's use.

Principal risks and uncertainties

There is a risk that a large proportion of the building is now occupied by only a few tenants. The termination of the tenancy of CGL or the Sherwood Constituency Office and the failure to immediately attract a replacement tenant would be a significant risk to the financial viability of the organisation.

Policy on reserves

We don't have a specific reserves' policy. There is the need to continue to grow our cash balances to be able to finance any unforeseen events. A minimum of £10,000 is held at any one time.

Hucknall and District Voluntary Sector Partnership

Trustees' Report

Statement of Trustees' Responsibilities

The trustees (who are also the directors of Hucknall and District Voluntary Sector Partnership for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The annual report was approved by the trustees of the charity on 8 March 2021 and signed on its behalf by:

.....
Brenda Shelbourne
Trustee

Small companies provision statement

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

Hucknall and District Voluntary Sector Partnership

Independent Examiner's Report to the trustees of Hucknall and District Voluntary Sector Partnership

Independent examiner's report to the trustees of Hucknall and District Voluntary Sector Partnership ('the Company')

I report to the charity trustees on my examination of the accounts of the company for the year ended 30 September 2020.

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

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 that in any material respect:

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.

.....
John O'Brien MSc, FCCA, FCIE, employee of Community Accounting Plus
Fellow of the Association of Charity Independent Examiners

Units 1 & 2 North West
41 Talbot Street
Nottingham
NG1 5GL

Date:.....

Hucknall and District Voluntary Sector Partnership

Statement of Financial Activities for the Year Ended 30 September 2020 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Total 2020 £	Total 2019 £
Income and Endowments from:				
Donations and legacies	2	8,111	8,111	7,201
Charitable activities	3	<u>34,994</u>	<u>34,994</u>	<u>35,960</u>
Total Income		<u>43,105</u>	<u>43,105</u>	<u>43,161</u>
Expenditure on:				
Charitable activities	5	<u>(46,703)</u>	<u>(46,703)</u>	<u>(67,281)</u>
Total Expenditure		<u>(46,703)</u>	<u>(46,703)</u>	<u>(67,281)</u>
Net expenditure		<u>(3,598)</u>	<u>(3,598)</u>	<u>(24,120)</u>
Net movement in funds		(3,598)	(3,598)	(24,120)
Reconciliation of funds				
Total funds brought forward		<u>146,034</u>	<u>146,034</u>	<u>170,154</u>
Total funds carried forward	16	<u><u>142,436</u></u>	<u><u>142,436</u></u>	<u><u>146,034</u></u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for the period is shown in note 16.

Hucknall and District Voluntary Sector Partnership

Statement of Financial Activities for the Year Ended 30 September 2020 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

These are the figures for the previous accounting period and are included for comparative purposes

	Note	Unrestricted funds £	Restricted funds £	Total 2019 £
Income and Endowments from:				
Donations and legacies	2	7,201	-	7,201
Charitable activities	3	<u>35,960</u>	<u>-</u>	<u>35,960</u>
Total income		<u>43,161</u>	<u>-</u>	<u>43,161</u>
Expenditure on:				
Charitable activities	5	<u>(56,831)</u>	<u>(10,450)</u>	<u>(67,281)</u>
Total expenditure		<u>(56,831)</u>	<u>(10,450)</u>	<u>(67,281)</u>
Net expenditure		<u>(13,670)</u>	<u>(10,450)</u>	<u>(24,120)</u>
Net movement in funds		(13,670)	(10,450)	(24,120)
Reconciliation of funds				
Total funds brought forward		<u>159,704</u>	<u>10,450</u>	<u>170,154</u>
Total funds carried forward	16	<u><u>146,034</u></u>	<u><u>-</u></u>	<u><u>146,034</u></u>

Hucknall and District Voluntary Sector Partnership

(Registration number: 05180733) Balance Sheet as at 30 September 2020

	Note	2020 £	2019 £
Fixed assets			
Tangible assets	8	140,873	141,310
Current assets			
Debtors	9	51	517
Cash at bank and in hand	10	<u>16,199</u>	<u>15,040</u>
		16,250	15,557
Creditors: Amounts falling due within one year	11	<u>(4,687)</u>	<u>(833)</u>
Net current assets		<u>11,563</u>	<u>14,724</u>
Total assets less current liabilities		152,436	156,034
Creditors: Amounts falling due after more than one year	12	<u>(10,000)</u>	<u>(10,000)</u>
Net assets		<u>142,436</u>	<u>146,034</u>
Funds of the charity:			
Unrestricted income funds			
Unrestricted funds		<u>142,436</u>	<u>146,034</u>
Total funds	16	<u>142,436</u>	<u>146,034</u>

For the financial year ending 30 September 2020 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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

The financial statements on pages 6 to 16 were approved by the trustees, and authorised for issue on 8 March 2021 and signed on their behalf by:

.....
Trevor Clay
Company Secretary and Trustee

Hucknall and District Voluntary Sector Partnership

Notes to the Financial Statements for the Year Ended 30 September 2020

1 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

Basis of preparation

Hucknall and District Voluntary Sector Partnership meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

The financial statements have been prepared on a going concern basis.

The trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

Exemption from preparing a cash flow statement

The charity opted to adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Hucknall and District Voluntary Sector Partnership

Notes to the Financial Statements for the Year Ended 30 September 2020

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Government grants

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £500.00 or more are initially recorded at cost.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Equipment	20% on a straight line basis
The cost of land and buildings included in the balance sheet but not depreciated is £140,000.	

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Hucknall and District Voluntary Sector Partnership

Notes to the Financial Statements for the Year Ended 30 September 2020

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity. Pension costs charges in the Statement of Financial Activities represent the contributions payable by the charity during the year.

2 Income from donations and legacies

	Unrestricted funds		
	General	Total	Total
	£	2020	2019
		£	£
Donations and legacies;			
Donations from companies, trusts and similar proceeds	-	-	2,201
Grants, including capital grants;			
Government grants	8,111	8,111	5,000
	<u>8,111</u>	<u>8,111</u>	<u>7,201</u>

3 Income from charitable activities

	Unrestricted funds		
	General	Total	Total
	£	2020	2019
		£	£
Rent	33,615	33,615	31,040
Room hire	1,379	1,379	4,920
	<u>34,994</u>	<u>34,994</u>	<u>35,960</u>

Hucknall and District Voluntary Sector Partnership

Notes to the Financial Statements for the Year Ended 30 September 2020

4 Grants & donations

	Unrestricted funds £	Restricted funds £	Total £
Ashfield District Council	5,000	-	5,000
HMRC (CJRS)	2,911	-	2,911
NCC Councillors' fund	200	-	200
	<u>8,111</u>	<u>-</u>	<u>8,111</u>

5 Expenditure on charitable activities

	Unrestricted funds General £	Total 2020 £	Total 2019 £
Wages, NI & pension	16,284	16,284	15,685
Utilities	15,745	15,745	12,869
Insurance	1,344	1,344	1,290
Repairs & maintenance	2,845	2,845	28,775
Cleaning, materials & refuse	4,762	4,762	3,666
Furniture & equipment	744	744	63
Telephones	1,681	1,681	1,114
Printing, postage & stationery	322	322	58
Service contracts	1,295	1,295	2,275
Licences	346	346	232
Catering	250	250	156
Legal & professional fees	648	648	624
Depreciation	437	437	436
Other	-	-	38
	<u>46,703</u>	<u>46,703</u>	<u>67,281</u>

6 Fees payable to independent examiner

During the period, the fees payable (excluding VAT) to the charity's independent examiner Community Accounting Plus are analysed as follows:

	2020 £	2019 £
Independent examination	<u>550</u>	<u>520</u>

Hucknall and District Voluntary Sector Partnership

Notes to the Financial Statements for the Year Ended 30 September 2020

7 Staff costs

The aggregate payroll costs were as follows:

	2020 £	2019 £
Staff costs during the year were:		
Wages and salaries	15,985	15,453
Pension costs	299	232
	<u>16,284</u>	<u>15,685</u>

The monthly average number of persons (including senior management team) employed by the charity during the year was as follows:

	2020 No	2019 No
Average number of employees	<u>1</u>	<u>1</u>

1 (2019 - 1) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £299 (2019 - £232).

No employee received emoluments of more than £60,000 during the year.

The total employee benefits of the key management personnel of the charity were £16,284 (2019 - £15,685).

8 Tangible fixed assets

	Land and buildings £	Equipment £	Total £
Cost			
At 1 October 2019	<u>140,000</u>	<u>2,183</u>	<u>142,183</u>
At 30 September 2020	<u>140,000</u>	<u>2,183</u>	<u>142,183</u>
Depreciation			
At 1 October 2019	-	873	873
Charge for the year	<u>-</u>	<u>437</u>	<u>437</u>
At 30 September 2020	<u>-</u>	<u>1,310</u>	<u>1,310</u>
Net book value			
At 30 September 2020	<u>140,000</u>	<u>873</u>	<u>140,873</u>
At 30 September 2019	<u>140,000</u>	<u>1,310</u>	<u>141,310</u>

Hucknall and District Voluntary Sector Partnership

Notes to the Financial Statements for the Year Ended 30 September 2020

9 Debtors

	2020 £	2019 £
Trade debtors	-	369
Prepayments	51	101
Other debtors	-	47
	<u>51</u>	<u>517</u>

10 Cash and cash equivalents

	2020 £	2019 £
Cash on hand	166	69
Cash at bank	16,033	14,971
	<u>16,199</u>	<u>15,040</u>

11 Creditors: amounts falling due within one year

	2020 £	2019 £
Other taxation and social security	116	128
Other creditors	4,571	705
	<u>4,687</u>	<u>833</u>

12 Creditors: amounts falling due after one year

	2020 £	2019 £
Other loans	10,000	10,000

Other loans after five years

This loan was taken out with Nottinghamshire County Council on the 20th July 2012 and is an interest free loan for a 10 year period. Discussions on the repayments of this loan shall commence when the charity starts to make an operational profit and the Council will require the repayment of all of the funding by 30th September 2022.

13 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

Hucknall and District Voluntary Sector Partnership

Notes to the Financial Statements for the Year Ended 30 September 2020

14 Charity status

The charity is a company limited by guarantee and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

15 Taxation

The charity is a registered charity and is therefore exempt from taxation.

16 Funds

	Balance at 1 October 2019 £	Incoming resources £	Resources expended £	Balance at 30 September 2020 £
Unrestricted funds				
<i>General</i>				
General Fund	146,034	43,105	(46,703)	142,436
	<u>146,034</u>	<u>43,105</u>	<u>(46,703)</u>	<u>142,436</u>
	Balance at 1 October 2018 £	Incoming resources £	Resources expended £	Balance at 30 September 2019 £
Unrestricted funds				
<i>General</i>				
General Fund	159,704	43,161	(56,831)	146,034
Restricted funds				
Heating Fund	10,450	-	(10,450)	-
	<u>10,450</u>	<u>-</u>	<u>(10,450)</u>	<u>-</u>
Total funds	<u>170,154</u>	<u>43,161</u>	<u>(67,281)</u>	<u>146,034</u>

The specific purposes for which the funds are to be applied are as follows:

Last year there was one restricted fund, the Heating fund received funding from 3 different parties and was used to purchase a new heating system. This year there has been no further restricted funding.

Hucknall and District Voluntary Sector Partnership

Notes to the Financial Statements for the Year Ended 30 September 2020

17 Analysis of net assets between funds

	Unrestricted funds	2020 Total funds
	General £	£
Tangible fixed assets	140,873	140,873
Current assets	16,250	16,250
Current liabilities	(4,687)	(4,687)
Creditors over 1 year	(10,000)	(10,000)
Total net assets	<u>142,436</u>	<u>142,436</u>

	Unrestricted funds	2019 Total funds
	General £	£
Tangible fixed assets	141,310	141,310
Current assets	15,557	15,557
Current liabilities	(833)	(833)
Creditors over 1 year	(10,000)	(10,000)
Total net assets	<u>146,034</u>	<u>146,034</u>

18 Related party transactions

There were no related party transactions in the year.