

VOLUNTARY ACTION ARUN & CHICHESTER
CHAIRMAN'S STATEMENT, TRUSTEES' REPORT
AND
INDEPENDENTLY EXAMINED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2021

Company No. 05667986

Registered Charity No. 1113641

VOLUNTARY ACTION ARUN & CHICHESTER **(A Company Limited by Guarantee)**

TRUSTEES' REPORT FOR THE YEAR ENDED 31 March 2021

The trustees present their report together with the council's financial statements that have been independently examined for the year ended 31st March 2021.

Objects

To provide a focus for voluntary organisations and to facilitate and ease communication between the voluntary and statutory sectors and to encourage action in partnership, striving towards a just society with equal opportunities for all.

Organisation

The council is governed by its board of trustees who set the policy of the charity. The policies are implemented by the trustees. Charity members also take part in the policy making activity of the charity by passing resolutions at the annual general meeting. The Trustee Board consists of elected trustees and appointed trustees. Elected trustees are elected at Annual General Meetings and appointed trustees are appointed at an ordinary meeting of the Trustee Board. The Trustee Board meets at least 4 times a year.

Status and administration

VOLUNTARY ACTION ARUN & CHICHESTER is a registered charity (Charity number: 1113641) and a company limited by guarantee (Company number: 05667986).

The charity is governed by its Memorandum and Articles of Association as issued on incorporation on 6th January 2006 as amended on 3rd November 2011, which is based upon the standard constitution of the National Association for Voluntary and Community Action (NAVCA).

Financial results

The financial statements comply with current statutory requirements, the Statement of Recommended Practice – "Accounting and Reporting by Charities": the Charities SORP 2005, the Financial Reporting Standards for Smaller Entities (effective January 2015) and with the requirements of the Council's governing documents.

The results for the year are set out in the Statement of Financial Activities.

Review of activities, achievements and developments

The charity is dependent on grants for the majority of its income. These grants together with a small amount of investment income and donations have enabled the charity to fund its activities.

Reserves policy

At 31st March 2021, the charity held reserves of £292,621 (2020: £266,169) of which £83,080 (2020: £73,356) were restricted. The unrestricted reserves are to be used to continue the objects of the organisation and to ensure maintenance of the staff structure. The trustees aim to maintain sufficient reserves to meet six months operating expenses and the ongoing staff structure. The levels of reserves that are held are to be used to continue the objects of the organisation.

Risk management

The trustees have introduced a formal risk management process to assess business risks and implement risk management strategies. This involved identifying the types of risks the organisation faces, prioritising them in terms of potential impact and likelihood of occurrence and identifying means of mitigating risks. As part of this process the trustees have reviewed the adequacy of the organisation's current internal controls.

VOLUNTARY ACTION ARUN & CHICHESTER **(A Company Limited by Guarantee)**

TRUSTEES' REPORT FOR THE YEAR ENDED 31 March 2021

The trustees are pleased to report that the charity's internal financial controls, in particular, conform to guidelines issued by the Charity Commission.

Covid Statement

During the year to March 2021, the charity took steps (in line with government advice) to help contain the outbreak of COVID-19. This included the temporary suspension of all physical gatherings and the charity has had to curtail, or change, how it operates; the charity has been able to continue many of its activities using online media. We played a key role keeping community organisations informed of Covid-related news, regulations, emergency funding and more.

The trustees are monitoring income and expenditure and, if it becomes necessary, will take measures to mitigate the impact of COVID-19 on the charity's free reserves.

Trustee training

New trustees are made familiar with their legal obligations under charity law, the contents of the charity's governing regulations, the committee and decision making process and the recent financial performance of the charity. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

Public benefit

The current activities of the charity are detailed in the annual report. The trustees confirm that they have referred to the guidance contained in the Charity Commission's guidance on public benefit when reviewing the company's aims and objectives and in planning future activities.

Disclosure of information to the independent examiner

So far as each trustee at the date of approval of this report is aware

- There is no relevant accounting information of which the company's independent examiners are unaware and
- The trustees have taken all steps that they ought to have to make themselves aware of any relevant accounting information for the examination and to establish that the independent examiners are aware of that information.

Office address	Town Hall Clarence Road Bognor Regis West Sussex. PO21 1LD
Registered office	Town Hall Clarence Road Bognor Regis West Sussex. PO21 1LD
Bankers	Barclays Bank plc 5 East Street Chichester West Sussex. PO19 1HH
Independent examiners	Watling and Hirst Limited Cawley Place 15 Cawley Road Chichester West Sussex. PO19 1UZ

VOLUNTARY ACTION ARUN & CHICHESTER (A Company Limited by Guarantee)

TRUSTEES' REPORT FOR THE YEAR ENDED 31 March 2021

Trustees

The trustees of the charity, who are also the directors of the charitable company, who served during the year were:

Mr. Antony John Sneller (Chair until 23/09/20)	Mrs. Sue Holmes (Chair from 23/09/20)
Mr. Chris Dawe	Mr. Leslie David Ribbens
Mr. Nik Demetriades	Mrs. Joanne Kondabeka
Ms. Miranda Litchfield	Ms. Julie Budge (from 21/10/20)

None of the trustees has any beneficial interest in the charity. All of the trustees are members of the charity and guarantee to contribute an amount not exceeding £1 in the event of a winding up.

Trustees' responsibilities

The trustees (who are also the directors of the charitable company) are responsible for preparing the Directors' and Trustees' report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

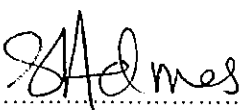
Company law requires the trustees to prepare financial statements for each financial period which give a true and fair view of the state of the charitable company's affairs and of the incoming resources and application of resources including the income and expenditure of the charitable company for the year. In preparing these financial statements the trustees are required to:-

- Select suitable accounting policies and then 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;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operations.

The trustees are responsible for keeping proper accounting records which 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 financial statements have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

The report of the trustees was approved by the board on the 14th July 2021 and signed on its behalf by:


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Sue Holmes Chair

VOLUNTARY ACTION ARUN & CHICHESTER
(A Company Limited by Guarantee)

STATEMENT OF FINANCIAL ACTIVITIES
(including Income & Expenditure Account)
FOR THE YEAR ENDED 31ST MARCH 2021

INCOME & EXPENDITURE	Notes	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
Income and endowments from:					
Charitable activities	2	168,268	266,530	434,798	383,673
Investments	3	1,981	0	1,981	2,385
Other	4	15,069	0	15,069	13,559
Total Incoming Resources		185,318	266,530	451,848	399,617
Expenditure on:					
Charitable activities	5	176,264	256,807	433,071	369,935
Other	5	1,683	0	1,683	2,674
Total		177,947	256,807	434,754	372,609
Net Gains/(Losses) on Investment assets		9,357	0	9,357	-8,627
Net Income/(expenditure)		16,728	9,723	26,451	18,381
Transfers between funds		0	0	0	0
Net Movement in Funds		16,728	9,723	26,451	18,381
Reconciliation of funds:					
Fund balances brought forward at 1st April 2020		192,813	73,356	266,169	247,788
Fund balances carried forward at 31st March 2021		209,541	83,080	292,621	266,169

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities. The Notes at pages 7 to 14 form part of these accounts.

VOLUNTARY ACTION ARUN & CHICHESTER
(A Company Limited by Guarantee)

BALANCE SHEET
AS AT 31ST MARCH 2021

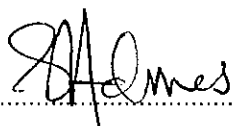
	Notes	2021	2020
Fixed Assets			
Tangible Assets	7	0	0
Investment Assets	8	70,914	59,965
Total Fixed Assets		70,914	59,965
Current Assets			
Debtors	9	818	696
Cash at bank and in hand		224,276	209,514
		225,094	210,210
Creditors : Amounts falling due within one year	10	-3,386	-4,006
Net Current Assets		221,708	206,203
Net Assets		292,621	266,168
Represented By:			
Restricted Funds	11	83,080	73,357
Unrestricted Funds	11	209,541	192,812
Total Funds	11, 12	292,621	266,170

For the financial year ended 31 March 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements.

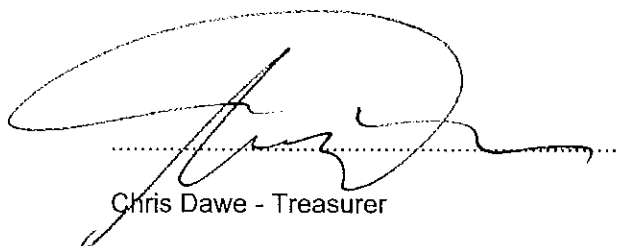
The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the 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 company.

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

The financial statements were approved by the trustees and authorised for issue on the 14th July 2021 and signed on their behalf by.



Sue Holmes - Chair



Chris Dawe - Treasurer

VOLUNTARY ACTION ARUN & CHICHESTER (A Company Limited by Guarantee)

Company Registration No. 05667986

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2021

1 Accounting policies

Basis of accounting

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), amended by Charities SORP (FRS 102) Update Bulletin 1 (effective 1 January 2016), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Voluntary Action Arun & Chichester 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 note(s).

These financial statements for the year ended 31 March 2021 are prepared in accordance with FRS 102, the Financial Reporting Standard applicable in the UK and Republic of Ireland.

There are no material uncertainties about Voluntary Action Arun & Chichester's ability to continue as a going concern.

Incoming resources

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably. Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of a specified service is deferred until the criteria for income recognition are met.

Donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

VOLUNTARY ACTION ARUN & CHICHESTER

(A Company Limited by Guarantee)

Resources expended

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Expenditure is accounted for on an accruals basis and allocated to appropriate headings in the financial statements. Items recharged by unrestricted funds are included as project costs in restricted funds.

Governance costs include all expenditure incurred in running the charity as an organisation.

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

Apportionment of expenses

Expenditure has been apportioned between charitable expenditure and governance costs, on the basis of direct apportionment.

Depreciation

Fixed assets are capitalised and depreciated over the estimated useful lives of the assets as follows:
Office equipment: 4 years straight line

Taxation

The council is a registered charity and is therefore not subject to corporation tax charge.

Operating leases

Rentals payable under operating leases are charged to the statement of financial activities on a straight line basis over the least term.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the council.

Restricted funds represent funds received for specific projects. The costs of raising and administering together with direct costs are charged against specific funds as set out in note 11 to the financial statements.

Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense when they fall due.

VOLUNTARY ACTION ARUN & CHICHESTER
(A Company Limited by Guarantee)

NOTES TO THE ACCOUNTS (Continued)

FOR THE YEAR ENDED 31ST MARCH 2021

NOTES TO THE ACCOUNTS	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
Income and endowments from:				
2. Charitable Activities				
Grants to assist core functions of VAAC	168,268	0	168,268	164,882
Barsted Green Learning Centre	0	11,382	11,382	8,713
Partnership Officer	0	50,000	50,000	65,000
West Sussex VCSi Alliance	0	145,306	145,306	140,288
 Boltini Trust	 0	 3,885	 3,885	 2,500
Awards for All	0	0	0	2,290
Sussex Community Foundation	0	17,017	17,017	0
Lottery (Celebrate National Lottery 25)	0	940	940	0
NAVCA	0	3,000	3,000	0
Arun & Chichester Food Partnership	0	20,000	20,000	0
Community Champions	0	15,000	15,000	0
	168,268	266,530	434,798	383,673
2. Grant Funding				
Arun District Council	50,950	25,000	75,950	50,000
Chichester City Council	2,286	0	2,286	0
Chichester District Council	47,600	5,000	52,600	47,600
Coastal West Sussex Commissioning Group	0	50,000	50,000	65,000
Littlehampton Town Council	1,650	0	1,650	1,500
National Lottery	0	940	940	2,290
West Sussex County Council	65,782	155,288	221,070	206,070
Other	0	28,920	28,920	2,500
	168,268	265,148	433,416	374,960
3. Investments				
Bank Interest	390	0	390	439
Investment Dividends	1,591	0	1,591	1,946
	1,981	0	1,981	2,385
4. Other				
Project Management	12,143	0	12,143	11,411
Fund raising events	0	0	0	534
Recharged Facilities/Equipment	226	0	226	1,264
VAAC Service Charge	2,700	0	2,700	350
	15,069	0	15,069	13,559

VOLUNTARY ACTION ARUN & CHICHESTER
(A Company Limited by Guarantee)

NOTES TO THE ACCOUNTS (Continued)

FOR THE YEAR ENDED 31ST MARCH 2021

5. Expenditure on:	Staff & Consultancy	Premises	Communication & Promotion	Governance	Other Support	Total 2021 £	Total 2020 £
VAAC	156,227	7,000	13,037	1,683	0	177,947	181,066
Barsted Green Learning Centre	10	1,109	8,236	0	0	9,356	6,712
Mental Health Alliance	0	0	0	0	0	0	33,150
Partnership Officer	11,906	0	4,996	0	25,000	41,902	43,692
West Sussex VCSI Alliance	1,746	0	50	0	167,308	169,104	106,843
Boltini Trust	2,500	0	800	0	0	3,300	0
Awards for All	0	0	694	0	450	1,144	1,146
Sussex Community Foundation	7,869	0	1,693	0	0	9,562	0
Lottery (Celebrate National Lottery 25)	940	0	0	0	0	940	0
NAVCA	1,500	0	0	0	0	1,500	0
Arun & Chichester Food Partnership	0	0	0	0	20,000	20,000	0
	182,698	8,109	29,506	1,683	212,758	434,754	372,609

6. Staff Costs	2021 £	2020 £
Salaries	160,993	144,314
Social Security Costs	7,714	7,409
Pension (Employer)	7,902	6,185
	176,609	157,908
The average monthly number of employees during the year, calculated on a full-time equivalent basis.	5.9	5.5
average number of full and part time staff	8	8

There were no employees whose emoluments exceeded £60,000

No trustee received remuneration during the year.

VOLUNTARY ACTION ARUN & CHICHESTER
(A Company Limited by Guarantee)

NOTES TO THE ACCOUNTS (Continued)

FOR THE YEAR ENDED 31ST MARCH 2021

	Plant & Equipment	Total
7. Tangible Fixed Assets		
Cost or Valuation		
1st April 2020	7,394	7,394
Additions	0	0
Disposals	0	0
 31st March 2021	 7,394	 7,394
Depreciation		
1st April 2020	7,394	7,394
	0	0
Eliminated on Disposal		0
 31st March 2021	 7,394	 7,394
Net Book Value		
31st March 2021	0	0
1st April 2020	0	0
 8. Investment Fixed Assets	2021	2020
Carrying (market) value at the start of year	59,965	66,646
Add: additions to investment at cost	1,591	1,946
Add/(deduct): net gain/(loss) on revaluation	9,357	-8,627
Carrying (market) value at the end of year	70,914	59,965
 9. Debtors	2021	2020
Debtors	200	78
Prepayments	618	618
	818	696
 10. Creditors	2021	2020
Other Creditors & Accruals	3,386	4,006
Deferred Income	0	0
	3,386	4,006

VOLUNTARY ACTION ARUN & CHICHESTER (A Company Limited by Guarantee)

11. Movement in Funds	1st April 2020 £	Incoming Resources £	Resources Expended £	Transfers Funds £	31st March 2021 £
Unrestricted Funds:-					
General Funds for combating social exclusion and improving access to services	192,813	185,318	168,590	0	209,541
Total Unrestricted funds	192,813	185,318	168,590	0	209,541
Restricted Funds:-					
Bersted Green Learning Centre	14,960	11,382	9,356	0	16,986
Partnership Officer	21,308	50,000	41,902	0	29,406
West Sussex VCSi Alliance	33,445	145,306	169,104	0	9,648
Boltini Trust	2,500	3,885	3,300	0	3,085
Awards for All	1,144	0	1,144	0	0
Sussex Community Foundation	0	17,017	9,562	0	7,455
Lottery (Celebrate National Lottery 25)	0	940	940	0	0
NAVCA	0	3,000	1,500	0	1,500
Arun & Chichester Food Partnership	0	20,000	20,000	0	0
Community Champions	0	15,000	0	0	15,000
Total Restricted Funds	73,356	266,530	256,807	0	83,080
Total Funds	266,169	451,848	425,397	0	292,621

12. Analysis of Net Assets Between Funds

	Unrestricted Funds £	Restricted Funds £	Total Funds £
Investment Assets	70,914	0	70,914
Current Assets	141,928	83,166	225,094
Current Liabilities	-3,301	-86	-3,386
	209,541	83,080	292,621

13. Independent Examination

	2021	2020
Independent Examiner Fee	1,650	1,600
Underprovision in prior year	33	153

Notes on Restricted Funds

- Bersted Green Learning Centre is owned by Arun District Council but is managed by Voluntary Action Arun & Chichester.
- The Partnership Officer is funded by the Clinical Commissioning Group. 50% of the funds are passed to Brighton & Hove Community Works for a similar role in the Worthing & Adur Area.
- The West Sussex VCSi Alliance is funded by West Sussex County Council and is an alliance of Voluntary Actions across West Sussex. Approximately 70% of the funds received are passed directly on.
- The Boltini Trust brought forward balance was to fund 3 Fundraiser sessions in 2020-21. The additional £3,885 received during 2020-21 was for a Digital Strategy.
- The Awards for All brought forward balance was for publicity and promotional materials.
- Sussex Community Foundation funds received comprised of three separate awards. These were for: i) mobile phones and IT support, ii) training events, iii) BAME research and COVID support.
- The Lottery was to fund CEO Forums for our members.
- NAVCA was for Emergency Partnership Work.
- Arun & Chichester Food Partnership. Voluntary Action Arun & Chichester received the funds direct from West Sussex County Council and Chichester District Council and passed them on to Arun & Chichester CAB as the host organisation for a co-ordinators role.
- Community Champions. This project has been funded by Arun District Council.

VOLUNTARY ACTION ARUN & CHICHESTER
(A Company Limited by Guarantee)

14 Company Limited by Guarantee

VOLUNTARY ACTION ARUN & CHICHESTER is a company limited by guarantee. Every member of the Trust undertakes to contribute to the assets of the company, in the event of the same being wound up while they are a member or within one year after they cease to be a member for payment of the debts and liabilities of the company contracted before they cease to be a member and the costs, charges and expenses of winding up and for the adjustment of the rights of the contributories among themselves such amount as may be required not exceeding £1.

VOLUNTARY ACTION ARUN & CHICHESTER
(A Company Limited by Guarantee)

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF

THE VOLUNTARY ACTION ARUN & CHICHESTER ("the Company")

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31st March 2021, which are set out on pages 5 to 13.

Responsibilities and basis of report

As the charity's trustees of the Company (who are also the directors of the company 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

The company's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Association of Chartered Certified Accountants.

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

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- 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
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

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.



.....
 Mr Tony Rose FCCA - Director
 Watling & Hirst Limited
 Chartered Certified Accountants
 Cawley Place
 15 Cawley Road
 Chichester, West Sussex, PO19 1UZ

Date: 16/7/2021