

VOLUNTARY ACTION ARUN & CHICHESTER
CHAIRMAN'S STATEMENT, TRUSTEES' REPORT
AND
INDEPENDENTLY EXAMINED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2023

Company No. 05667986

Registered Charity No. 1113641

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

The trustees present their annual report and financial statements for the year ending 31st March 2023 and confirm that the financial statements have been independently examined.

Chair's Report

The vital community support that the VCSE (Voluntary, Community and Social Enterprise sector) provides is why an organisation like VAAC (Voluntary Action Arun & Chichester) needs to be in existence and needs to be thriving. In 2022 - 2023 we consulted widely and instigated a new strategy, which can be downloaded here:

<https://www.vaac.org.uk/perch/resources/vaac-strategic-plan-booklet-digital.pdf>

The objectives within this plan set the framework for us to respond effectively to the needs of the sector and to also drive forward the wider County work via The Voluntary and Community Sector Infrastructure Alliance, where we work in partnership with organisations providing similar support across West Sussex.

Our membership is diverse, growing and impactful. This year we reviewed our membership policy and are considering widening this to include informal groups and individuals as affiliate members. Our aim is to grow and strengthen our membership and the voice(s) of the sector. We will continue to strive for equity and for the VCSE sector to be recognised for its contribution, dedication and difference that it is making in West Sussex.

VAAC is all about positive relationships with our members, partners, funders and between our members. We can achieve nothing alone. The joint work and delivery over the last year has meant that we have achieved our targets and crucially responded to needs of the local community in Arun and Chichester Districts.

We thank all our funders who listened when we flagged concerns on the need to inflate grants and commissions. A wide range of funders have supported our members and £2.3 million has been invested in the VCSE sector in Arun and Chichester. We will continue to press for longer term, mainstream and commissioned funding and core costs. With partners, we will continue to build the evidence of impact and cost saving that the VCSE sector provides, especially in relation to health and social care.

We appreciate the support we have had from corporate partners. The links between the VCSE and the business sector, and the social value generated, are an important part of our offering. We look forward to building on these links further developing the benefits to our members.

The year ahead will no doubt be challenging, as the war in Ukraine continues, financial pressures become long term, and our public services remain stretched. All these factors necessitate the VCSE sector to be resilient, strong, creative and active. VAAC will continue to develop in order to meet these changing needs.

Objects

To provide a focus for voluntary organisations, 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.

Our Vision

To see a thriving, inclusive and strong VCSE sector that supports, inspires and empowers individuals and communities throughout Arun and Chichester districts.

Our Mission

To provide support and development services to the VCSE sector and to bring about sustained and positive changes to the lives of individuals and communities in Arun and Chichester districts.

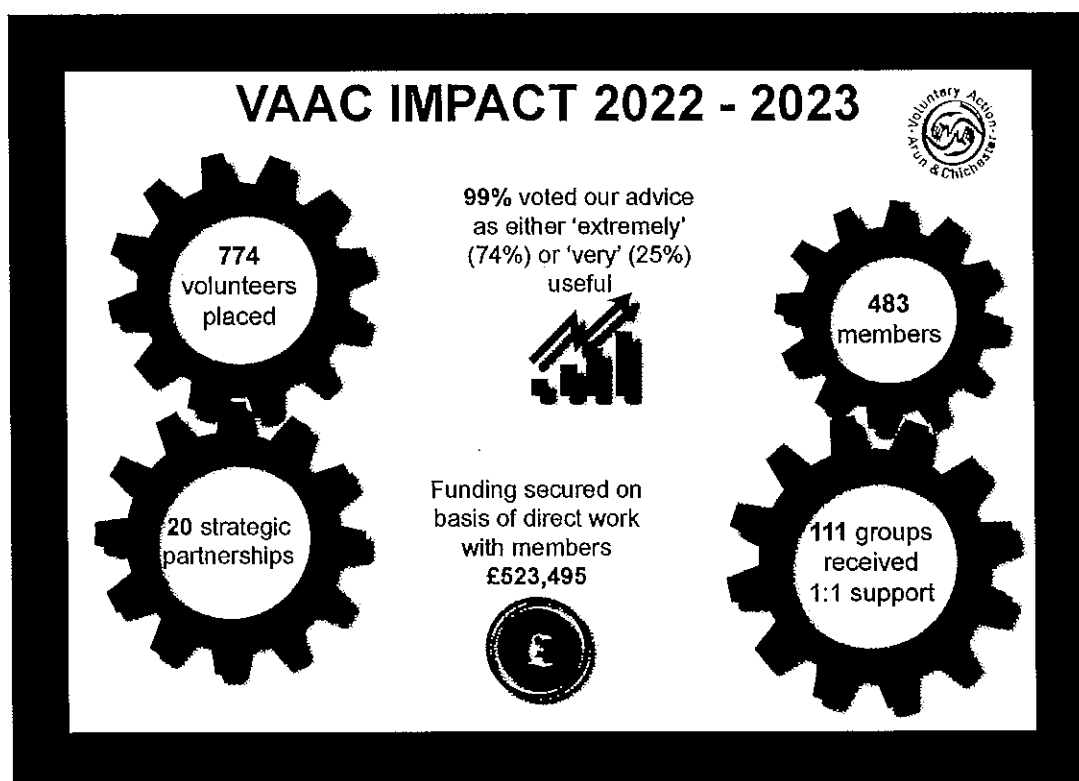
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Our Strategic Aims

1. Gain a deeper understanding of the VCSE developmental needs based on action research and best practice, both within and outside the sector.
2. Strive to be representative/voice(s) of the VCSE sector at a strategic level to ensure that positive change happens and that the sector is recognised and rewarded.
3. Grow a strong, sustainable, diverse, adaptable and impactful VCSE by provision of development support, advice, guidance and advocacy.
4. Increase the recognition and participation in volunteering so that volunteers are valued and supported within organisational, community and corporate settings.
5. Collaborate across and within the public, commercial, community and voluntary sectors in order to instigate social change, social justice and community resilience.
6. Raise the awareness of the VCSE initiatives and impact and 'be ahead of the curve' in identifying opportunities for growth, development and innovation.

Review of activities, achievements and developments

Our impact during the year can be summarised as follows:



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Networking and Strategic Partnerships

Throughout the year we have organised 16 networking events for VAAC members across Arun and Chichester. These events allow for informal training and encourage collaboration between organisations. The numbers attending these events total 281 and are also reflected in our training outputs.

We also attended a wide range of events that were organised by members and partner organisations. For instance, in March 2023 twenty-two organisations from Selsey and the surrounding area came together for the first Selsey Community Partnership Networking Event - a joint partnership formed between VAAC and Selsey Community Forum, enabling local organisations to showcase their work to members of the public, professionals and local councillors. The event provided a valuable opportunity for networking and sharing ideas and an example of this collaboration was demonstrated by the following feedback received from Mulberry Marine Experience:

'I wanted to thank you for the event and invitation last week. We reached out to contacts, which helps us spread the word and further increase what we can offer. Today we have announced a fully funded summer school for underprivileged children, which will run across eight days. This would have not been possible without the help of Selsey Lions - a shining example of how we can all work together for the community.'

VAAC is committed and involved in a range of strategic partnerships involving the NHS, public health, Primary Care Networks, Local Authorities, the County Council, other public services and other VCSE organisations. Within these partnerships we strive to ensure that the voice(s) of the sector are represented and that the VCSE are recognised equal partners.

A key partnership is the West Sussex Voluntary Community Sector Infrastructure Alliance, which is comprised of the following organisations (alongside Horsham District Voluntary Sector Support, which is a partner organisation):

- Community Works (Adur and Worthing)
- Voluntary Action Arun and Chichester (VAAC)
- Mid Sussex Voluntary Action (MSVA)
- Crawley Community Action (CCA)

These organisations provide community sector infrastructure support to VCSE across West Sussex. The key functions of the Alliance are centred on strategic development, representation, communication, fundraising, partnerships, influence, leadership and training. To this end, the whole sector acts as one voice with the local delivery partners working together to adopt best practice, avoid duplication and campaign on strategic issues impacting on the VCSE. The Alliance has made considerable progress over the last year. The Alliance Annual Review 2022-2023 covers in detail its key activities. The joint training initiative has been built upon and complements our own VAAC programme.

One of the crucial decisions the partners took was to invest in a part-time Executive Support role. VAAC led on the recruitment and oversight of this role and the appointment was made in February 2023. The post is pivotal to the successful delivery and coordination of the Alliance's operational and strategic plans and we are grateful to Sussex Community Foundation for grant funding part of this post.

The Alliance's strategic input has been maintained over the last year. We work together with a wide range of partners including West Sussex County Council, Adur, Arun, Chichester, Horsham and Mid Sussex District and Crawley and Worthing Borough Councils, NHS Primary Care and Local Community Networks.

The steering group on the new Adult Social Care strategy has continued to progress and the range of strategic partnerships that are seeking representation continues to grow. The Alliance is also directly linked to the Sussex Integrated Care Partnership in terms of ensuring that the VCSE is represented at all levels in this new structure.

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Our long-term ambitions for the Alliance are that by 2025 we will have:

1. Delivered greater benefit through stronger collaborative working, services and expertise
2. Attracted and sustained funding for our Alliance services and its member organisations
3. Be known and valued for being a strong force within West Sussex delivering impact and community benefit
4. Measured and reported on our impact and success – our services, the funding we have sustained and attracted and how we are valued
5. Confidently and assertively shared our impact, telling our story and our members' stories to show our success and the value of what we do

Volunteering

The new national strategy '*Vision for Volunteering*' was launched in 2022. Its aim is to create a movement, a "*diverse, innovative, ambitious, equitable and person-centred future for volunteering.*" The Vision was created by representatives from over 300 organisations. It sets out a view of what volunteering needs to look like, and how this will make volunteers feel about their roles by 2032. The five central themes are Awareness and Appreciation, Power, Equity and Inclusion, Collaboration and Experimentation.

Research has shown that there has since been a further decline in national volunteering following the peak in the Covid Pandemic. VAAC has invested in volunteering in terms of resources and focus which has resulted in a substantial increase in volunteering. In 2019-20, we had 339 new volunteer registrations, compared to 480 in 2022-2023. Reflecting this was an increase in role enquiries; in 2019-20 we had 443 enquiries for volunteers for our members, and in 2022-2023 we received a total of 774.

June 2022 saw the exciting introduction of our new Get Volunteering app – a simple-to-use tool developed from the volunteering database we use, Volunteer Plus. Simultaneously, and building on this new development, volunteering at VAAC during 2022 largely focused on supporting young people into volunteering, presenting several assemblies to high schools and sixth forms, and attending careers fairs across the area. We wanted to inspire local young people, encouraging them that while volunteering is helpful in the local community, it can also transform their lives by giving them the opportunity to gain valuable transferable skills and experience. A combination of the new app, and our focus on encouraging young people, saw a 50% increase in registrations from volunteers under the age of 18 in 2022 – 2023, compared to the previous year.

Clive Abbott, from Arun Dolphins Swimming Club, is delighted to have had an increase in the interest from young people volunteering.

"VAAC sent us details of a new volunteer, William, who we invited to attend one of our sessions. He said he'd seen the role advertised through his school on the Get Volunteering app. William has been coming regularly since that first visit; he is getting to know our members and is so helpful"

With the introduction of the app, interest in volunteering roles increased immediately, with April-May (before the app) seeing 98 role enquiries come in, compared to June-July (after the introduction of the app) seeing 140 enquiries on the app for this period. This increase continued over the course of the year, in total seeing a 33% increase in role enquiries on the previous year. This growth in interest in volunteering is exciting, and alongside lots more new and interesting roles being added weekly (at the end of March we had over 200 active roles listed), we anticipate that volunteering in Arun & Chichester is going to continue to grow and develop throughout 2023-24.

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Community Investment/Development

There was a greater emphasis on meeting our members face-to-face this year strengthened by more in-person localised networking events so that our members can collaborate and form new partnerships in their communities.

There is a growing trend in local people seeking advice on forming not-for-profit start-up groups to support their local community with issues identified such as isolation and loneliness, wellbeing and health-related topics, mental health, rural transport, community projects not funded by the public sector, and complementary therapies provision such as in the arts, exercise and animal therapy areas. Our Development Team has been flooded with requests for support as the long-term impact of the pandemic/cost of living has never been more acute and has increased the need for VAAC's services from our members.

Key areas include:

- Income streams: the sourcing of core costs through grant funding is a top priority. There has been a huge decrease in major donors and corporate sponsorship, as well as public sector funding with the cost of living crisis, so our members look to us to help with diversifying income streams.
- Governance: many groups are re-evaluating their governance practices and are either going into partnership with another organisation or changing their model.
- Compliance: reviews of core areas of business such as policies and insurance (cost and compliance) went up. VAAC members receive reassurance using our staff knowledge, the network of pro bono professionals and the national and local community links we supply.
- Communication: we have continued to use technology as adopted in the pandemic..

The difference VAAC has made is evidenced by the positive feedback we receive from VAAC members:

'We are so grateful to VAAC for all the support we have received over the years. Petworth Community Garden was started 19 years ago by myself and a small group of locals and has grown for the community, by the community, ever since and it is continuing to thrive. We have been aided by VAAC from the very beginning, with policies and procedures to keep our participants safe and advice on governance, constitutions, training and fundraising. These were all things that as a gardener I knew very little about but which were needed to make our projects safe, organised and robust for all those involved.' Kate Green, Petworth Community Garden.

'VAAC is the only organisation supporting our group's development. The team helped us to set up, have a constitution and open a bank account. As a small community group we are learning constantly with you: how to develop, engage people, raise funds and work with volunteers. VAAC's training programmes are massively supported and needed by small organisations like us. The team always helps us to find an answer to all our questions, supports funding applications and we have been successful a couple of times already. The funding opportunities enabled us not only to benefit Lithuanian minority groups, local families and children but it created an opportunity to engage Ukrainians, Polish and English groups to talk about freedom and also celebrate culture and diversity in the area. We are very proud to be a member of VAAC.' Gintare Uleviciute, Lithuanian Community of South Coast, UK.

Training

As the country tentatively took steps to come out of the pandemic, we hosted our first face-to-face fundraising session for over 2 years on 25 May 2022. The session, *Digital Marketing for Charities* was delivered by Vinco Marketing. We also continued our online provision: "Meet the Funder" sessions for example for The Henry Smith Charity. Feedback from one of our Members included: "We will be

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making an application for funding following this event. It was so helpful and I am grateful that VAAC were able to host this event. Having the opportunity to meet funders and hear first-hand from them makes the process of deciding whether or not a charity meets their criteria easier, understand the type of projects they are interested in and enables us to ask questions that we might have".

Along with our West Sussex Voluntary and Community Sector Infrastructure Alliance partners we also hosted, 6 online fundraising sessions in 2022 – 2023. Feedback from these sessions included:
"Extremely. We can focus our efforts on more long term planning for fundraising. Increased understanding of importance of building relationships with existing and potential funders. Better understanding of what motivates funders to give and how to take this into account in funding bids for specific projects".

There is also the relationship-building which comes from partnering with other organisations so that members can use their services, such as with Charity Mentors:

'This was my introduction to Charity Mentors. I enjoyed hearing about how mentors had supported people from diverse organisations to set their pace and pathways to success. The team was welcoming and approachable and it is clear organisations across Sussex are sharing skills, knowledge and 'can do' during these challenging times.' Sue Livett - Aldingbourne Trust

Equity and Engagement

VAAC strives for equity in the support and services we offer. To this end we have developed an element of our work that is focused on community engagement and research. Examples of these projects are set out below:

Winter Access Primary Care – Littlehampton

This project looked at barriers to access to primary care for vulnerable groups in Littlehampton. It was undertaken by a partnership of organisations comprising Worthing Homes and Creative Heart and was led by Voluntary Action Arun and Chichester (VAAC). Creative Heart and their service users developed a piece of artwork representing the issues users have experienced in accessing primary care and tried to introduce solutions as well. The artwork is a collage featuring input from a number of the regular groups and classes that meet at Creative Heart including the Knit and Natter, poetry, art, Stitched Together and their regular volunteers amounting to over 100 people. The artwork was completed at the end of February 2023 and was displayed in the Wickbourne Centre from mid-February.

In addition Worthing Homes Engagement Officers visited all Worthing Homes residents, asking them to complete a questionnaire on access to Primary Care. Leaflets were posted through the doors of those who did not answer containing links to complete the questionnaire. Follow-up phone calls were completed to reach those who weren't at home during the day. Engagement Officers also spent time at Chilgrove House Community Centre in Wick while the coffee morning was taking place at Felpham Community Hall while craft sessions, children's activities and home schooling sessions were underway. The VAAC outreach worker visited the Wickbourne Centre in Littlehampton to collect responses from the centre users there while children's activities were taking place. In total 155 responses were collected.

A number of common themes were highlighted, including issues with getting through on the phone, long waits for calls to be answered, long answerphone messages and having to call early in the morning to get available appointments. Nearly 80% of respondents stated that the phone was their preferred method of contacting their GP surgery, with 15% stating that they preferred to book online or use the e-consult function. There was the recognition that more support was needed to help a wider range of people access the online/e-services both in terms of the technical skills but also to convince people that it was a worthwhile alternative to the phone. With this in mind, the Community Development team at

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Worthing Homes, which has already been running Introduction to IT sessions at Creative Heart, has adapted the sessions to specifically include accessing NHS online systems.

Support to the Ukrainian Community

VAAC successfully secured commissioned monies from Chichester District Council in July 2022 to support Ukrainian refugees. These monies will provide a range of services via four VAAC members, including Sanctuary, which will receive monies for one full-time member of staff for a year to provide one-to-one support for Ukrainian refugees. This post will link people into appropriate services and pathways into employment. Head to the Sky are working with Bishop Luffa School to deliver film making workshops to students from different communities to explore their experiences of living in the local area. The Lithuanian Community of the South Coast are holding a number of events to bring together the Ukrainian and Lithuanian communities to promote solidarity and show support. An event was held at Chichester Cathedral in March 2023, attended by the Ukrainian Choir and other performers from both Lithuania and Ukraine.

Arun has initiated a grant aid scheme to support Ukrainian community members and a VAAC representative sat on the decision-making panel for the distribution of these funds.

VAAC received grants from NAVCA (*National Association for Voluntary and Community Action*) and SCF (Sussex Community Foundation) to fund a Ukrainian and Eastern European Volunteer Coordinator. This role has a dual focus: to engage the Ukrainian community in volunteering, with the aim of improving job prospects and encouraging community cohesion and reducing isolation and support our member organisations in taking on more volunteers from diverse communities.

Conversations with Ethnically Diverse Communities in Arun and Chichester

Stephanie Mooney, our Partnership Officer (Health and Wellbeing), looked holistically at ethnically diverse communities' experience of living and working in Arun and Chichester.

The aim of the project was to:

- Raise awareness of the lived experiences of ethnically diverse communities living and working in Arun and Chichester – their priorities, challenges, issues and concerns.
- Share information about emerging initiatives that positively respond to the Identified needs of ethnically diverse people.
- Offer recommendations to reduce barriers to improve access into services, based on these communities' shared experience.
- Actively work in partnership with others to improve pathways and appropriateness of access into services and overall service provision across the voluntary, community and social enterprise sector for ethnically diverse communities.

The final report was launched at VAAC's AGM in July 2022. We received positive feedback from the report, with a particular interest in how we are taking forward the recommendations and indications of which organisations could assist us. Organisations have been using the report to consider further engagement with ethnically diverse communities in their project and service delivery:

'VAAC's excellent report on the comprehensive participatory research they led into the experiences and perceptions of ethnically diverse people in the Chichester and Arun districts is very enlightening and offers insights that should inform our programme development and design and could open opportunities for communication.' (source: Sanctuary)

Another organisation, Sussex Interpreting Service (SIS) commented: *'There is such a wealth of information. I will be sharing internally with some other colleagues - primarily with a view on how SIS,*

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going forward, looks to support interpreting and how we might engage with communities in West Sussex.'

We continue to receive requests from VCSE as to how they can increase and strengthen their engagement with ethnically diverse communities and access the contacts that we have. Organisations seeking advice include the Alzheimer's Society, West Sussex Carers Support and Relate.

Cancer awareness/access to screening

The focus of this piece of work was to identify which barriers most relevant to our local communities and highlight any patterns associated with particular geographical areas or GP surgeries. Going forward, this information can then be used to target any interventions or promotional work.

A short survey was devised in order to start conversations on the barriers faced. The survey was hosted on Google Forms and was open over four weeks in June and July 2022. The survey was publicised through Voluntary Action Arun and Chichester's (VAAC) members' newsletter and shared via VAAC's social media channels. Links to the form were emailed out to the practice managers of all the GP surgeries within the survey area, a total of 26 surgeries, 12 within Chichester District Council and 14 within Arun District Council. A total of 122 responses were collected, of which 65 were in person (53%) and the remainder were collected online via the link or QR code. Respondents were asked open-ended questions regarding the barriers to attending screening and what measures could be taken to overcome these. Those who had attended their screening were also asked about measures that could be taken to make the process easier.

Three main themes were easily identified within the responses and were common between both those who attended their latest screening appointment and those who had not. The full report is available here:

<https://www.vaac.org.uk/perch/resources/barriers-to-cervical-screening-report.pdf>

Bowel and Prostate Cancer Screening

This was a joint partnership between VAAC and Regis Healthcare Primary Care Network representing the nine local GP Practices in the Bognor and Arundel area to raise awareness of two types of cancer that, if detected early, have a greater chance of successful treatment. These are bowel and prostate cancer.

Bognor Regis FC and its community initiative Bognor FC Rocks played its part in ensuring local men are engaged in cancer screening on World Cancer Awareness Day on 4 February. The football club was selected as a prime venue for an awareness campaign as the older male local football supporters are the target audience and Bognor Regis has low take up of screening. Representatives set up an information stand at a Bognor FC football match on Saturday 11 February 2023, with 450 fans in attendance. The information stand was in prime position at the main entrance and staff also walked around the stands and hospitality areas engaging with fans. The response was overwhelmingly positive with most people happy to engage with the representatives on what can be a sensitive topic. There were also announcements over the tannoy system.

VAAC's involvement in the project is part of a wider piece of work around effective community engagement raising awareness and uptake of cancer screening programmes offered by the NHS.

Future Plans

The year ahead will be another year of challenges - the cost of living crisis could be with us long term, the effects of Covid-19 is still around, services are stretched to breaking point, technological change is both a positive and a threat and inequalities remain stubborn and are becoming more stark. Times of crisis require creative and innovative solutions across VCSE, business and public sector boundaries.

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Collaboration and endeavour in the face of adversity will be our task in 2023-2024 and we are up for this challenge.

The team this year are focused on four key objectives:

- Ensure that marginalised groups, including disabled people, ethnically diverse and minority communities, are integral to the work of VAAC
- Continue to maintain positive relationships with current and future funders and commissioners of VAAC and the wider VCSE
- Implement a cycle of continuous improvement and be open to new ideas and new ways of working
- Raise the profile of VAAC and the VCSE via events, case studies, impact reporting and systematic evaluation

With everyone's contributions- members, funders, commissioners, strategic partners, the VAAC team, Trustees, corporate supporters and freelancers - we will continue to make the positive difference together and ensure that the VCSE has representation and influence.

Organisation

Voluntary Action in Arun and Chichester (VAAC) 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 17th October 2011.

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.

Although a total net income for the year of £68,944 was achieved (2022: loss of £34,078) it is noted that this results from a net income in restricted funds of £113,445 and a net loss in unrestricted funds of £44,501. Unrestricted reserves are expected to reduce further in 2023/4 and the Business Strategy Group established by the trustees is reviewing the options that the organisation can take to address this.

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

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TRUSTEES' REPORT

FOR THE YEAR ENDED 31 March 2023

Reserves policy

At 31 March 2023, the charity held total funds of £327,489 (2022: £258,545) of which £144,191 (2022: £47,310) were restricted and £183,298 (2022: £211,235) were unrestricted.

The trustees aim to maintain sufficient reserves to meet six months' operating expenses and potential redundancy costs, totalling £169,343. The unrestricted reserves are sufficient to cover this aim and the resulting balance of £13,955 in unrestricted reserves is to be used to continue the objects of the organisation. This approach also ensures that sufficient reserves are held to cover key risks as identified in the charity's risk register.

Given the current losses of the charity, the trustees have established a Business Strategy Group to shape our services to ensure the future financial sustainability of the charity.

Risk management

During 2022-2023 we developed our risk register which follows the risk management model recommended by the Charity Commission in its publication Charities and Risk Management (CC26 - 2010). During 2022-2023 we reviewed and continue to regularly review The VAAC Risk Register.

Our principal risks relate to:

- The financial impact of our key risks as identified in the risk register and the stability of future income.
- The risks identified in terms of governance as we strive these up to date

The Finance Audit Risk (FAR) subgroup update the risk register and are responsible for ensuring that trustees are aware of risks, and that any agreed actions to mitigate risks are undertaken. These Trustees and officers are also responsible for business continuity. The staff team are aware of their areas of responsibility and contribute to the assessment and mitigation of any risks.

A summary of the major risks with mitigating actions being taken is presented at each full Board meeting.

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

Trustee training

New trustees follow an induction programme which includes familiarisation 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 Impact 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

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- 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

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 March 2023

Bankers	Barclays Bank plc 74/75 East Street Chichester West Sussex. PO19 1HR
Independent examiners	Watling and Hirst Limited Cawley Place 15 Cawley Road Chichester West Sussex. PO19 1UZ

Trustees

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

Mrs. Sue Holmes	Ms. Tracey Stakes
Mr. Chris Dawe	Ms. Hilary Bartle (from 13 July 2022)
Mrs. Joanne Kondabeka	Ms. Liz Ball (from 23 rd January 2023)
Ms. Miranda Litchfield	
Ms. Sarah Morgan	
Mr. Robert Hayes	

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).

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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 23rd August 2023 and signed on its behalf by:


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Sue Holmes Chair

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STATEMENT OF FINANCIAL ACTIVITIES
(including Income & Expenditure Account)
FOR THE YEAR ENDED 31ST MARCH 2023

	Notes	Unrestricted Funds	Restricted Funds	Total 2023	Total 2022
Income and Endowments from:					
Charitable activities	2	176,361	521,079	697,440	430,095
Investments	3	2,683	0	2,683	1,764
Other	4	27,143	0	27,143	9,044
Total		206,187	521,079	727,266	440,903
Expenditure on:					
Charitable activities	5	244,782	407,634	652,416	473,896
Other	5	2,632	0	2,632	1,733
Total		247,414	407,634	655,048	475,629
Net Gains/(Losses) on investment assets		(3,275)	0	(3,275)	647
Net Income/(expenditure)		(44,501)	113,445	68,944	(34,078)
Transfers between funds		16,564	(16,564)	0	0
Net Movement in Funds		(27,937)	96,881	68,944	(34,078)
Reconciliation of Funds:					
Total Funds balances brought forward at 1st April 2022		211,235	47,310	258,545	292,621
Total Funds balances carried forward at 31st March 2023		183,298	144,191	327,489	258,543

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 14 to 22 form part of these accounts.

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

BALANCE SHEET
AS AT 31ST MARCH 2023


	Notes	2023	2022
Fixed Assets			
Tangible Assets	7	0	0
Investment Assets	8	71,402	72,946
Total Fixed Assets		71,402	72,946
Current Assets			
Debtors	9	12,850	2,444
Cash at bank and in hand		249,234	195,658
		262,084	198,102
Creditors : Amounts falling due within one year	10	(5,997)	(12,503)
Net Current Assets		256,087	185,599
Net Assets		327,489	258,545
Represented By:			
Restricted Funds	11	144,191	47,310
Unrestricted Funds	11	183,298	211,235
Total Funds	11, 12	327,489	258,545

For the financial year ended 31 March 2023 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.

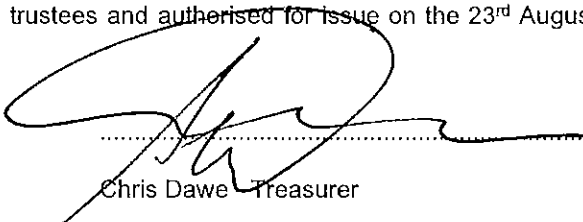
The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its 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 23rd August 2023 and signed on their behalf by:



 Sue Holmes - Chair



 Chris Dawe - Treasurer

Company Registration No. 05667986

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

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2023

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 2023 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

Voluntary Action Arun & Chichester 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 charity.

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 2023

NOTES TO THE ACCOUNTS	Unrestricted Funds	Restricted Funds	Total 2023	Total 2022
Income and endowments from:				
2. Charitable Activities				
Grants to assist core functions of VAAC	176,362	0	176,362	166,405
Bersted Green Learning Centre	0	0	0	1,875
Partnership Officer	0	45,500	45,500	50,000
West Sussex VCSi Alliance	0	139,088	139,088	140,288
High Sheriff of West Sussex	0	0	0	1,000
NAVCA	0	0	0	1,500
Arun & Chichester Food Partnership	0	146,400	146,400	40,000
Community Champions	0	0	0	(4,972)
Chichester City Council	0	0	0	1,000
Contain Outbreak Management Fund	0	0	0	33,000
Arun Projects	0	(800)	(800)	0
Ukrainian Refugee Support	0	85,000	85,000	0
Winter Access Fund	0	8,500	8,500	0
Ukrainian Volunteer Coordination	0	10,000	10,000	0
Community Connectors	0	70,000	70,000	0
Family Activity Sessions	0	6,225	6,225	0
NHSVR 100 Day Challenge	0	10,000	10,000	0
Fitness Equity	0	1,166	1,166	0
	176,362	521,078	697,440	430,096
2. Grant Funding				
Arun District Council	52,930	0	52,930	46,401
Chichester City Council	0	0	0	1,000
Chichester District Council	51,000	85,000	136,000	47,600
Coastal West Sussex Commissioning Group	0	54,000	54,000	50,000
Littlehampton Town Council	1,650	0	1,650	1,650
West Sussex County Council	65,782	285,488	351,270	279,070
Other	5,000	0	5,000	2,500
NAVCA	0	5,000	5,000	0
Sussex Community Foundation	0	5,000	5,000	0
Sussex ICB	0	70,000	70,000	0
Active Sussex	0	7,391	7,391	0
NHS England	0	10,000	10,000	0
Other	0	(800)	(800)	0
	176,362	521,079	697,441	428,221
3. Investments				
Bank Interest	952	0	952	378
Investment Dividends	1,731	0	1,731	1,385
	2,683	0	2,683	1,763
4. Other				
Project Management	26,600	0	26,600	8,574
Fundraising	23	0	23	0
Recharged Facilities/Equipment	520	0	520	470
Total	27,143	0	27,143	9,044

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

NOTES TO THE ACCOUNTS (Continued)

FOR THE YEAR ENDED 31ST MARCH 2023

5. Expenditure on:	Staff & Consultancy	Premises	Communications & Promotion	Governance	Other Support	Total 2023	Total 2022
VAAC	214,533	7,400	22,850	2,632	0	247,415	176,167
Bersted Green Learning Centre	0	0	0	0	0	0	4,069
Partnership Officer	23,512	0	2,745	0	25,000	51,257	57,085
West Sussex VCSi Alliance	0	0	0	0	135,538	135,538	139,739
Boltini Trust	0	0	0	0	0	0	3,085
High Sheriff of West Sussex	0	0	0	0	0	0	1,000
Sussex Community Foundation	0	0	0	0	0	0	7,455
NAVCA	0	0	0	0	0	0	3,000
Arun & Chichester Food Partnership	0	0	0	0	146,400	146,400	40,000
Community Champions	0	0	0	0	0	0	10,028
Chichester City Council	0	0	0	0	0	0	1,000
Contain Outbreak Management Fund	0	0	0	0	0	0	33,000
Winter Access Fund	746	0	0	0	5,000	5,746	0
Ukrainian Refugee Support	2,987	0	0	0	63,000	65,987	0
Arun Projects	0	0	2,459	0	150	2,609	0
Fitness Equity	0	0	0	0	97	97	0
	241,777	7,400	28,054	2,632	375,185	655,049	475,627

6. Staff Costs	2023	2022
Salaries	209,705	162,832
Social Security Costs	12,941	8,412
Pension (Employer)	11,996	9,046
	234,642	180,290
Number of employees on an FTE Basis	6.6	5.6
Average Number of full and part time staff	9	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 2023

	Plant & Equipment	Total
7. Tangible Fixed Assets	2023	2022
Cost or Valuation		
1st April 2022	7,394	7,394
Additions	0	0
Disposals	0	0
31st March 2023	7,394	7,394
Depreciation		
1st April 2022	7,394	7,394
Charge for the Year	0	0
Eliminated on Disposal	0	0
31st March 2023	7,394	7,394
Net Book Value		
31st March 2023	0	0
1st April 2022	0	0
8. Investment Fixed Assets	2023	2022
Carrying (market) value at the start of year	72,947	70,914
Add: additions to investment at cost	1,730	1,385
Add/(deduct): net gain/(loss) on revaluation	(3,275)	647
Carrying (market) value at the end of year	71,402	72,947
9. Debtors	2023	2022
Debtors	10,000	0
Prepayments	2,850	2,444
	12,850	2,444
10. Creditors	2022	2022
Other Creditors & Accruals	5,997	12,503
Deferred Income	0	0
	5,997	12,503

VOLUNTARY ACTION ARUN & CHICHESTER
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NOTES TO THE ACCOUNTS (Continued)

FOR THE YEAR ENDED 31ST MARCH 2023

	1st April 2022	Incoming Resources	Resources Expended	Transfers	31st March 2023
11. MOVEMENT IN FUNDS					
Unrestricted Funds:-					
General Funds	211,235	206,187	(250,688)	16,564	183,298
Total Unrestricted	211,235	206,187	(250,688)	16,564	183,298
Restricted Funds:-					
Partnership Officer	22,321	45,500	(51,257)	(16,564)	0
West Sussex VCSi Alliance	10,197	139,088	(135,538)	0	13,747
Arun & Chichester Food Partnership	0	146,400	(146,400)	0	0
Arun Wide Projects	14,792	(800)	(2,609)	0	11,383
Ukrainian Refugee Support	0	85,000	(65,987)	0	19,013
Winter Access Fund	0	8,500	(5,746)	0	2,754
Ukrainian Volunteer Coordination	0	10,000	0	0	10,000
Community Connectors	0	70,000	0	0	70,000
Family Activity Sessions	0	6,225	0	0	6,225
NHSVR 100Day Challenge	0	10,000	0	0	10,000
Fitness Equity	0	1,166	(97)	0	1,069
Total Restricted Funds	47,310	521,079	(407,634)	(16,564)	144,191
Total Funds	258,545	727,264	(658,322)	0	327,489

Notes on Restricted Funds

- **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.
- **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-ordinator's role.
- **Arun Projects:** This fund was created by the residue following the decision to discontinue the running of the Bersted Green Learning Centre. The funds will be spent on Arun only projects.
- **Ukrainian Refugee Support:** received funds from Chichester District Council to for support to the Ukrainian community these monies were distributed to four key VSCE organisations.
- **Volunteer Development:** monies from Sussex Community Foundation towards the Volunteer Advisor Post
- **Winter Access Fund:** NHS commission that was focused on vulnerable residents' access to primary care.
- **Ukrainian Volunteer Coordination:** monies from NAVCA/Sussex Community Foundation towards the cost of a targeted post that would focus on volunteering.
- **Community Connectors:** NHS commission to deliver a programme in Arun, and coordination of the programme across Sussex on behalf of the West Sussex Community and Voluntary Sector Infrastructure Alliance.
- **Family Activity Sessions:** monies from Active Sussex to support access for ethnic minority communities.
- **NHSVR 100 Day Challenge:** NHS pilot scheme of national Volunteer Responders Scheme.
- **Fitness Equity:** monies from Active Sussex targeted ethnic minority access to physical activities.

VOLUNTARY ACTION ARUN & CHICHESTER
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12. Analysis of Net Assets Between Funds

	Unrestricted Funds	Restricted Funds	Total Funds
Tangible Fixed Assets			
Investment Assets	71,402	0	71,402
Current Assets	117,893	144,191	262,084
Current Liabilities	(5,997)	0	(5,997)
	<u>183,298</u>	<u>144,191</u>	<u>327,489</u>

13. Independent Examination

	2023	2022
Independent Examiner Fee	1,700	1,650
Underprovision in prior year	13	13
	<u>1,713</u>	<u>1,663</u>

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 2023, which are set out on pages 14 to 22.

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: 8/9/23