

**VOLUNTARY ACTION ARUN & CHICHESTER**  
**TRUSTEES' REPORT**  
**AND**  
**INDEPENDENTLY EXAMINED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2024**

**Company No. 05667986**  
**Registered Charity No. 1113641**

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

**TRUSTEES' REPORT FOR THE YEAR ENDED 31 March 2024**

The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2024. This trustees' report is also a directors' report as required by company law.

**Administrative details**

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

**Office & Registered office address:**

Town Hall  
 Clarence Road  
 Bognor Regis  
 West Sussex  
 PO21 1LD

**Bankers:**

Barclays Bank plc  
 74/75 East Street  
 Chichester  
 West Sussex  
 PO19 1UZ

**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:

Elizabeth Ball  
 Hilary Bartle  
 Sue Holmes (resigned 21.02.24)  
 Joanne Kondabeka  
 Miranda Litchfield  
 Sarah Morgan  
 Caroline Sanderson (from 27.09.23)  
 Tracey Stakes

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

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

### **Structure, Governance and Management**

The charity is governed by its Memorandum and Articles of Association as issued on incorporation on 6th January 2006 as amended on 17<sup>th</sup> October 2011.

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.

New trustees are recruited using an external advertising and interview process, including publicising vacancies to our member charities. 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.

A balance between trustees who work for member organisations and those that do not is sought.

### **Public benefit**

The current activities of the charity are detailed in the Review of the year below. 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.

### **Objectives and activities**

The purposes of the charity are 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.

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

### **Review of the year**

This year has been focused on transitioning VAAC to a stronger more sustainable position whilst building on our offer to the VCSE (Voluntary, Community, Social Enterprise) sector and continuing to make a significant contribution to collaborative endeavours. A key focus has been on equity, inclusion and diversity. We have invested to save on our IT systems and support and recruited a new Finance Manager post. We embarked on a process of reshaping and restructuring the organisation over the winter months and the revised structure was 'live' by 1<sup>st</sup> April 2024.

The team members have demonstrated resilience and continued to effectively deliver our service to our members. Our Key Performance Indicators remain impressive, and feedback from both partner organisations and members has been positive.

The Trustees consider the revised structure improves the organisation's ability to meet the challenges facing VAAC and the wider VCSE sector. The Strategic Risk Register shows improving risk mitigation in the key areas of legal and governance, funding and IT.

### **Annual performance 2023-2024**

#### **Key Performance Indicators**

<b>Delivery area</b>	<b>Achieved</b>	<b>Annual Target</b>
Number of new commissions	4	4
Funding secured on basis of direct work with members	621K	600K
Training and events and VAAC representation at events	25	25
Case studies/videos	16	12
Strategic partnerships	17	15
Membership	582	480
Total number of referrals	Arun 41 Chichester 49 Both 26 Countrywide 2 Total 118	100
Volunteers registered	Arun 254 Chichester 246 West Sussex 120 Total 620	600

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

### **Volunteering**

The key highlights are:

- 620 registrations - a record annual number for the organisation.
- VAAC Volunteer Fair, Rustington: 30 organisations; 170+ volunteers attended.
- Delivered outreach sessions at Turning Tides and My Sisters House, two local libraries, Creative Heart, and Chichester College.
- 4 Volunteers Coordinator's Network events.
- Direct support to organisations on best practice, volunteer recruitment, retention, and development.
- Volunteers Week events in June 2023, including our first Volunteers Picnic with an attendance of 115.
- Our Volunteer App continued to be developed. The number of times individuals chose "Register your interest" and clicked on "any opportunities" was 3,115 with the number of opportunity views 13,076.

Member feedback received from the Volunteer Fair included:

***"It was an excellent event, thank you. We took the details of ten potential volunteers. Other folk expressed interest and took information away. In addition, I made some great connections with other charities. Getting our name out there and being available to chat with local people is also great for us."***

**Campaign For the Protection of Rural England (Sussex).**

Through the year we have collated Volunteer Lives case studies. They provide great examples of how giving time, empathy and using skills, improves mental and physical well-being. <https://aidemail.co.uk/campaigns/vaac/5liyRpzqzNoOW5pkwZJHsbHPm>

We continue to develop our volunteer offer in line with the national [Vision for Volunteering](#).

### **Community Investment**

VAAC's direct 1-2-1 support to our members on both a proactive and reactive basis, is central to develop and sustain the strength of the VCSE specifically in Arun and Chichester Districts. Via our collaboration through West Sussex Links and the Voluntary Sector Health Care Alliance we have ensured effective partnership work on key thematic areas including training and events.

Our total membership at end of March 2024 stood at 582, showing an increase of 20% from March 2023. The number of referrals for support actioned and concluded stand at 118. Key areas of support and guidance related to strategy, finance, governance, fundraising, and policies.

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

Members feedback on referral support remains consistently positive:

***“Advice will Help us to convert from a Ltd. company to a CIO enabling us to apply for grants. The 1-2.1 advice and guided me through application for CIO has been successful. Charity Status granted on November 15<sup>th</sup> 2023”.  
Chair Glebelands Community Centre.***

Throughout the year we have delivered a networking and training programme. There have been 8 networking events with 260 attending.

<b>Networking</b>
Felpham Networking
Coffee Connections – Ferring County Centre
Annual General meeting
Bognor Networking Event
Coffee Connections – Littlehampton
Volunteer Recruitment Fair
Chichester Networking Event
Coffee Connections – The Grange Chichester Community Development Trust

Training courses as detailed below have been delivered. VAAC leads this area of work on behalf of West Sussex Links (previously named the Voluntary Sector Infrastructure Alliance).

<b>Training course</b>
Lucy Stone Fundraising events
Eligibility for DBS checks online
VCN Autism in the Workplace
Wayfinding Workshop – Bognor Football Club – Regeneration
VCN Creating a Valuable Volunteer Experience Arundel
FNM (fundraiser networking meeting) Meet the Funder: National Lottery
Trustee training online
Job Connect
Meet the Funder Chichester District Council
Disabled People's Day

Overall 88 percent of participants on our training and courses rated them as *extremely useful/very useful*.

**VOLUNTARY ACTION ARUN & CHICHESTER**  
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*"It will help me focus my funding bids much more and will help me identify ones that are suitable."*

Fundraiser My Sister House Charity

VAAC continues to keep members up to date via:

- Funding Focus which has been distributed monthly to 800 contacts
- E-bulletin issued fortnightly
- 12 Volunteer newsletters.

**Equity, Inclusion and Diversity**

A range of targeted initiatives are focused on health equity and disability rights/access:

Community Connectors:

The Core20PLUS Connectors Programme is an NHS-initiated, funded national approach aimed at addressing health inequalities and improving health outcomes. It builds on community-based initiatives *including* community champions, link workers, peer advocates, and social prescribers.

Core20 targets the most deprived 20% of the national population using the Indices of Multiple Deprivation, focusing on the most deprived areas and wards. PLUS refers to locally determined health inequality priorities, which for Sussex include cardiovascular disease, cancer, respiratory conditions, mental health, and learning disabilities. These highlight the 5 national health improvement priorities: maternity, severe mental illness, respiratory disease, early cancer diagnosis, and hypertension.

VAAC were commissioned to coordinate the Sussex based projects and lead on the delivery in Arun. The Arun project began at a grassroots level with VAAC establishing partnerships with local VCSE organisations to recruit and host the volunteer Connectors. We undertook an initial piece of work sourcing the right partners. Teams of Connectors were recruited and based at Makerspace in Bognor (a creative hub), Littlehampton Armed Forces and Veterans Breakfast Club (LAFVBC), and Crimsham Farm (Bognor Veterans hub). The Annual Impact report for this project is available on the research page of the website, please click on this link to find report [Research on the impact of Covid-19 on the voluntary sector](#) ([vaac.org.uk](http://vaac.org.uk))

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

### **Disability initiatives**

VAAC is committed to promoting equity, inclusion and diversity across its activities and within the wider VCSE sector. Our work with disabled people is at the forefront of this approach, given the discrimination and inaccessibility that they experience and the lack of political voice. VAAC was intent from the initiation of this project that disabled people led this work to ensure the activities and solutions would be co-designed. The scale of the task is ambitious but the potential to improve lives within the district is significant.

Work continues with Arun District Council on beach access initiative in both East Preston and Bognor Regis; the East Preston scheme has successfully secured planning permission and is fundraising for the scheme. In Bognor Regis the community consultation event took place in March 2024 and the capital plans are now being considered by Arun District Council and Coastal Partners.

In June 2023 an Eastern European and Ukrainian Volunteer Co-ordinator was employed. The Ukrainian community development initiatives has been principally Chichester focussed due to the funding received from Chichester District Council. Additional work supports the Ukrainian choir that draws from both Arun and Chichester populations. In Arun we have linked to Arun District Council staff contributing to family sessions and to West Sussex County Council ESOL lead on promoting courses across both districts.

VAAC is an active member of the Research Engagement Network and were commissioned to conduct two pieces of research:

- With BAME communities with a focus on access to health services  
Sussex REN Community Researcher Project Findings July 2024  
([vaac.org.uk](http://vaac.org.uk))
- A project focused on LGBTQ and ethnic minorities access and understanding of participation of clinical research.

The findings and recommendations from these initiatives have been combined with the insights obtained from similar events held in East Sussex and Brighton and Hove. The intention is to access further resource to allow VAAC to action recommendations within our sphere of influence.

### **Partnership and Representation**

We are members of a range of partnerships including:

- the Arun Local Community Network
- WSCC Community Safety
- Food Partnership
- Financial Impact Group



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- Suicide Prevention Group
- Digital Inclusion Group
- Sussex Community Resilience
- Health and Wellbeing Board
- VCSE West Sussex Links
- Health and Care Alliance
- West Sussex CEO group
- range of Task and Finish Groups.

This participation ensures the 'voice' and impact of the local VCSE is acknowledged, supported and developed.

### **Plans for 2024-2025**

The new structure continues to be embedded in the first half of the new financial year, and overall, there has been a positive response to the revised roles and reporting lines.

In the year ahead will be focused on:

- Investing in our website and moving towards self-service for members.
- Adoption of AI, especially for fundraising and social media.
- Researching our membership and the issues impacting on the sector
- Engaging with our members and partners and devising our new long-term strategy 2025-2028.
- Building our consultation offer.
- Diversifying our income.
- Continuing to campaign for VCSE recognition and long-term investment in the sector.
- Further strengthening and diversifying our board of Trustees.
- Building our work in relation to Net Zero/climate change, poverty, and equity, inclusion and diversity.

### **Financial review**

The principal funding sources for the charity are grants from West Sussex Country Council, Arun District Council and Chichester District Council. The funds form part of the income for the unrestricted funds and during the year they covered 66% of the unrestricted expenditure.

Following a review of the accounting practices a prior year adjustment has been made to reclassify certain income and expenditure within restricted funds as being under agency arrangements where funds are passed through the charity. Any receipts or disbursements under these agency arrangements are excluded from the Statement of Financial Activities but are disclosed in Note 16 to the accounts.

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This change in accounting has resulted in a restatement of various prior year comparatives and the details of this are set out in Note 12 to the accounts.

Total income for the year was £321,776 (2023: £420,328) of which unrestricted income was £254,632 (2023: £206,187) and restricted income was £67,144 (2023: £214,141).

Total expenditure for the year was £426,858 (2023: £348,110) of which unrestricted expenditure was £308,899 (2023: £247,414) and restricted expenditure was £117,959 (2023: £100,696). Included within unrestricted expenditure were one-off costs incurred as a result of the restructuring of £16,459.

This resulted in a deficit for the year of £104,770 (2023: surplus of £68,944) of which there was a deficit in unrestricted funds of £53,955 (2023: a deficit of £27,937) and a deficit in restricted funds of £50,815 (2023: a surplus of £96,881). The underlying deficit in the unrestricted funds excluding the restructuring costs was £37,496.

The deficit in the restricted funds of £50,815 arises from timing differences where income received into restricted funds in previous years has been spent in the current year. Over the full life of restricted funds the total income received will be spent and therefore the overall balance on each individual fund will eventually be £nil.

### **Reserves**

As at 31 March 2024, the charity held total funds of £222,719 (2023: £327,489) of which £93,376 were restricted (2023: £144,191) and £129,343 were unrestricted (2023: £183,298).

The trustees aim to maintain sufficient reserves to meet six months' operating expenses and potential redundancy costs, totalling £152,612. This approach ensures that sufficient reserves are held to cover key risks as identified in the charity's risk register.

The unrestricted reserves as at 31 March 2024 are £23,269 less than the target reserves amount and the trustees will seek to increase reserves if funding and other income received allows.

### **Risk management**

Our risk register follows the risk management model recommended by the Charity Commission in its publication Charities and Risk Management (CC26 - 2010). During 2023-2024 we reviewed and continue to regularly review The VAAC Risk Register.

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Our principal risk relates to our dependence on local authority funding and the stability of future income, with key grants due for renewal in April 2025.

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.

### **Plans for future periods**

The charity plans continuing the activities outlined above on the forthcoming years subject to satisfactory funding arrangements.

### **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.

### **Statement of Trustees' and Directors' responsibilities**

#### **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

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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 29 August 2024 and signed on its behalf by:

  
.....

Miranda Litchfield - Interim Chair

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

**STATEMENT OF FINANCIAL ACTIVITIES**  
**(including Income & Expenditure Account)**  
**FOR THE YEAR ENDED 31ST MARCH 2024**

		Unrestricted	Restricted	Total	As restated
		funds	funds	funds	Total
		2024	2024	2024	2023
	Note	£	£	£	£
<b>Income and endowments from:</b>					
Charitable activities	2	205,158	67,144	272,302	390,502
Investments	3	4,568	-	4,568	2,683
Other	4	44,906	-	44,906	27,143
<b>Total</b>		<b>254,632</b>	<b>67,144</b>	<b>321,776</b>	<b>420,328</b>
<b>Expenditure on:</b>					
Charitable activities	5	306,341	117,959	424,300	345,478
Other	5	2,558	-	2,558	2,632
<b>Total</b>		<b>308,899</b>	<b>117,959</b>	<b>426,858</b>	<b>348,110</b>
Net gains/(losses) on investment assets		312	-	312	(3,275)
<b>Net income/(expenditure)</b>		<b>(53,955)</b>	<b>(50,815)</b>	<b>(104,770)</b>	<b>68,944</b>
Transfers between funds		-	-	-	-
<b>Net movement in funds</b>		<b>(53,955)</b>	<b>(50,815)</b>	<b>(104,770)</b>	<b>68,944</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		183,298	144,191	327,489	258,545
Net movement in funds		(53,955)	(50,815)	(104,770)	68,944
<b>Total funds carried forward</b>		<b>129,343</b>	<b>93,376</b>	<b>222,719</b>	<b>327,489</b>

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 15 to 25 form part of these accounts.

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**BALANCE SHEET**  
**AS AT 31ST MARCH 2024**

	Note	2024 £	2023 £
<b>Fixed assets</b>			
Tangible Assets	7	-	-
Investments	8	5,275	71,402
<b>Total Fixed assets</b>		<u>5,275</u>	<u>71,402</u>
<b>Current assets</b>			
Debtors	9	9,620	12,850
Cash at bank and in hand		235,904	249,234
<b>Total Current Assets</b>		<u>245,524</u>	<u>262,084</u>
<b>Creditors : amounts falling due within one year</b>	10	(28,080)	(5,997)
<b>Net current assets</b>		<u>217,444</u>	<u>256,087</u>
<b>Total assets less current liabilities</b>		<u>222,719</u>	<u>327,489</u>
<b>Net assets</b>		<u><b>222,719</b></u>	<u><b>327,489</b></u>
<b>Funds of the charity</b>			
Restricted Funds	11	93,376	144,191
Unrestricted Funds	11	129,343	183,298
<b>Total charity funds</b>	11, 12	<u><b>222,719</b></u>	<u><b>327,489</b></u>

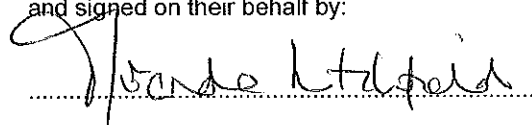
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31st March 2024.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

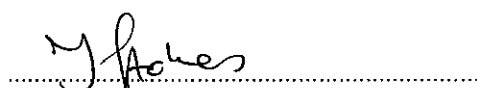
The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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 29 August 2024 and signed on their behalf by:



Miranda Litchfield -Interim Chair



Tracey Stakes - Treasurer

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**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31ST MARCH 2024**

**1 Accounting policies**

**Accounting convention (rather than Basis of Accounting)**

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

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.

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### **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.

### **Agency arrangements**

Voluntary Action Arun & Chichester acts as an agent in distributing certain funding. Any receipts and disbursements of such funding are excluded from the Statement of Financial Activities. The funds received, paid and any balances held at year end are disclosed in Note 16.

### **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.

### **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 period of the lease.

### **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.

### **Tangible Fixed Assets**

Fixed assets are capitalised and depreciated over the estimated useful lives of the assets as follows:

Office equipment: 4 years straight line



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

Cash and cash equivalents Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are highly liquid investments that mature in no more than three months from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

**Debtors**

Debtors are recognised when the Charity is legally entitled to the income after any performance conditions has been met, the amount can be measured reliably and it is probable that the income will be received.

**Creditors**

Creditors are recognised when the charity has a present legal or constructive obligation resulting from a past event to make payment to a third party, it is probable that settlement will be required and the amount due to settle the obligation can be measured or estimated reliably.

**Redundancy payments**

Redundancy payments are recognised in the year if there is a detailed formal plan for the termination and there is no realistic possibility of withdrawal from the plan. Any redundancy provision at the balance sheet date is recognised where there is a legal or constructive obligation.

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	Unrestricted Funds	Restricted Funds	Total 2024	Restated Total 2023
NOTES TO THE ACCOUNTS	£	£	£	£
<b>Income and endowments from:</b>				
<b>2. Charitable Activities</b>				
Grants to assist core functions of VAAC	180,158	-	180,158	176,361
Partnership Officer	25,000	-	25,000	20,500
West Sussex VCSi Alliance - Central Costs	-	5,000	5,000	3,550
Arun Projects	-	-	-	(800)
Ukrainian Refugee Support	-	37,400	37,400	85,000
Winter Access Fund	-	-	-	8,500
Ukrainian Volunteer Coordination	-	5,000	5,000	10,000
Community Connectors	-	-	-	70,000
Family Activity Sessions	-	-	-	6,225
NHSVR 100 Day Challenge	-	-	-	10,000
Fitness Equity	-	-	-	1,166
Chichester Disability Consultation	-	5,000	5,000	-
NHS Public Health	-	2,750	2,750	-
Sussex Resilience Forum	-	3,100	3,100	-
NHS Research Engagement Network	-	3,250	3,250	-
Community Resilience Forum	-	5,644	5,644	-
	<b>205,158</b>	<b>67,144</b>	<b>272,302</b>	<b>390,502</b>
<b>2. Grant Funding</b>				
Arun District Council	58,170	-	58,170	52,930
Chichester District Council	56,200	42,400	98,600	136,000
Coastal West Sussex Commissioning Group	-	-	-	54,000
Littlehampton Town Council	-	-	-	1,650
West Sussex County Council	90,788	5,000	95,788	44,331
Other	-	-	-	5,000
NAVCA	-	5,000	5,000	5,000
Sussex Community Foundation	-	-	-	5,000
Sussex ICB	-	-	-	70,000
Active Sussex	-	-	-	7,391
NHS England	-	2,000	2,000	10,000
NHS Sussex	-	5,850	5,850	-
The Trust for Developing Communities	-	1,250	1,250	-
Sussex Resilience Forum	-	5,644	5,644	-
Other	-	-	-	(800)
	<b>205,158</b>	<b>67,144</b>	<b>272,302</b>	<b>390,502</b>
<b>3. Investments</b>				
Bank Interest	4,060	-	4,060	952
Investment Dividends	508	-	508	1,731
	<b>4,568</b>	<b>-</b>	<b>4,568</b>	<b>2,683</b>
<b>4. Other</b>				
Project Management	38,221	-	38,221	26,600
Consultancy	6,500	-	6,500	-
Fundraising	-	-	-	23
Recharged Facilities/Equipment	-	-	-	520
Events & training income	185	-	185	-
	<b>44,906</b>	<b>-</b>	<b>44,906</b>	<b>27,143</b>

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

							Restated
	Staff & Consultancy	Premises	Communications & Promotion	Governance	Other Support	Total	Total
5. Expenditure on:	2024	2024	2024	2024	2024	2024	2023
	£	£	£	£	£	£	£
Unrestricted funds:							
Grants to assist core functions of VAAC	277,017	7,400	19,446	2,558	2,478	308,899	247,414
Restricted funds:							
Partnership Officer	-	-	-	-	-	-	26,257
West Sussex VCSI Alliance - Central Costs	7,841	144	230	-	3,800	12,015	-
Arun Projects	1,301	50	-	-	4,871	6,222	2,609
Ukrainian Refugee Support	2,481	101	1,078	-	17,811	21,471	65,987
Winter Access Fund	174	-	-	-	1,500	1,674	5,746
Ukrainian Volunteer Coordination	13,046	-	-	-	1,954	15,000	-
Community Connectors	12,785	-	-	-	30,081	42,866	-
Family Activity Sessions	-	600	-	-	680	1,280	-
NHSVR 100 Day Challenge	1,275	-	-	-	5,000	6,275	-
Fitness Equity	-	162	-	-	510	672	97
Chichester Disability Consultation	3	150	206	-	3,239	3,598	-
NHS Public Health	1,350	-	-	-	876	2,226	-
Sussex Resilience Forum	-	-	-	-	3,100	3,100	-
NHS Research Engagement Network	35	-	250	-	1,275	1,560	-
Community Resilience Forum	-	-	-	-	-	-	-
	317,308	8,607	21,210	2,558	77,175	426,858	348,110
6. Staff Costs						2024	2023
Wages and salaries						194,474	209,705
Social security costs						12,292	12,941
Employer contributions to defined contribution pension plans						11,585	11,996
						218,351	234,642
The average head count of employees						9	9
The average head count of employees on a Full Time Equivalent Basis						6.3	6.6
No employee received employment benefits of more than £60,000 in either the current or previous year.							

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

**7. Tangible Fixed Assets**

	Computer Equipment £
Cost	
At 1 April 2023	7,394
Additions	-
Disposals	-
At 31 March 2024	<u>7,394</u>
Depreciation	
At 1 April 2023	7,394
Charge for the Year	-
Eliminated on Disposal	-
At 31 March 2024	<u>7,394</u>
Net Book Value	
At 1 April 2023	-
At 31 March 2024	<u>-</u>

**8. Investment Fixed Assets**

	2024 £	2023 £
Carrying (market) value at the start of year	71,402	72,947
Additions at cost	5,000	1,730
Disposal proceeds	(71,439)	-
Net gain/(loss) on change in market value	312	(3,275)
Carrying (market) value at the end of year	<u>5,275</u>	<u>71,402</u>

As at 31 March 2024 £5,275 was invested in Multi fund assets (2023: £71,402).

**9. Debtors**

	2024 £	2023 £
Trade Debtors	5,644	10,000
Prepayments	3,176	2,850
Other Debtors	800	-
	<u>9,620</u>	<u>12,850</u>

**10. Creditors**

	2024 £	2023 £
Trade Creditors	2,402	-
Accruals and deferred income	15,773	5,997
Taxation and social security	5,871	-
Other Creditors	4,034	-
	<u>28,080</u>	<u>5,997</u>

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

**11. Movement in Funds**

	Restated 1 April 2023 £	Incoming Resources £	Resources Expended £	Transfers £	31 March 2024 £
<b>Unrestricted Funds:</b>					
General Funds	183,298	254,944	308,899	-	129,343
<b>Total Unrestricted</b>	<b>183,298</b>	<b>254,944</b>	<b>308,899</b>	<b>-</b>	<b>129,343</b>
<b>Restricted Funds:</b>					
West Sussex VCSi Alliance - Central Costs	13,747	5,000	12,015	-	6,732
Arun Wide Projects	11,383	-	6,222	-	5,161
Ukrainian Refugee Support	19,013	37,400	21,471	-	34,942
Winter Access Fund	2,754	-	1,674	-	1,080
Ukrainian Volunteer Coordination	10,000	5,000	15,000	-	-
Community Connectors	70,000	-	42,866	-	27,134
Family Activity Sessions	6,225	-	1,280	-	4,945
NHSVR 100 Day Challenge	10,000	-	6,275	-	3,725
Fitness Equity	1,069	-	672	-	397
Chichester Disability Consultation	-	5,000	3,598	-	1,402
NHS Public Health	-	2,750	2,226	-	524
Sussex Resilience Forum	-	3,100	3,100	-	-
NHS Research Engagement Network	-	3,250	1,560	-	1,690
Community Resilience Forum	-	5,644	-	-	5,644
<b>Total Restricted Funds</b>	<b>144,191</b>	<b>67,144</b>	<b>117,959</b>	<b>-</b>	<b>93,376</b>
<b>Total Funds</b>	<b>327,489</b>	<b>322,088</b>	<b>426,858</b>	<b>-</b>	<b>222,719</b>

Comparative information for the previous financial year is as follows:

	1 April 2022 £	Incoming Resources £	Resources Expended £	Transfers £	Restated 31 March 2023 £
<b>Unrestricted Funds:</b>					
General Funds	211,235	206,187	(250,688)	16,564	183,298
<b>Total Unrestricted</b>	<b>211,235</b>	<b>206,187</b>	<b>(250,688)</b>	<b>16,564</b>	<b>183,298</b>
<b>Restricted Funds:</b>					
Partnership Officer	22,321	20,500	(26,257)	(16,564)	-
West Sussex VCSi Alliance - Central Costs	10,197	3,550	-	-	13,747
Arun Wide Projects	14,792	(800)	(2,609)	-	11,383
Ukrainian Refugee Support	-	85,000	(65,987)	-	19,013
Winter Access Fund	-	8,500	(5,746)	-	2,754
Ukrainian Volunteer Coordination	-	10,000	-	-	10,000
Community Connectors	-	70,000	-	-	70,000
Family Activity Sessions	-	6,225	-	-	6,225
NHSVR 100Day Challenge	-	10,000	-	-	10,000
Fitness Equity	-	1,166	(97)	-	1,069
<b>Total Restricted Funds</b>	<b>47,310</b>	<b>214,141</b>	<b>(100,696)</b>	<b>(16,564)</b>	<b>144,191</b>
<b>Total Funds</b>	<b>258,545</b>	<b>420,328</b>	<b>(351,384)</b>	<b>-</b>	<b>327,489</b>

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

### **Purpose of restricted funds**

#### **West Sussex Voluntary and Community Sector Infrastructure Alliance – Central Costs**

Designated as central costs from funding from West Sussex County Council for the alliance of the 4 place-based infrastructure organisations who deliver support services to the voluntary and community sector across West Sussex.

#### **Arun Wide Projects**

This fund was created by the residue following the decision to discontinue the running of the Bersted Green Learning Centre. These funds will be spent on Arun only projects.

#### **Ukrainian Refugee Support**

Funding from Chichester District Council to support Ukrainians into work, reduce social isolation and promote wellbeing.

#### **Winter Access Fund**

NHS commission that was focused on vulnerable residents access to primary care.

#### **Ukrainian Volunteer Coordination**

Monies to fund a Ukrainian Volunteer co-ordination post.

#### **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 to target ethnic minority access to physical activities.

#### **Chichester Disability Consultation**

Commission from Chichester District Council to research impact of stopping the Shopmobility scheme and general accessibility of Chichester town centre.

#### **NHS Public Health**

Funding from Sussex NHS to deliver workshops in Arun and Chichester with ethnic minority communities to explore what can be done to improve health outcomes and reduce health inequalities.

#### **Sussex Resilience Forum**

Monies to fund voluntary sectors response to civil emergencies.

#### **NHS Research Engagement Network**

Funding from NHS England for partnership project involving community research. Involving parts of the NHS, local VSCE and University of Chichester focussing LGBTQ+ and ethnic minority communities in health and social care research.

#### **Community Resilience Forum**

Monies to fund preparation for flooding with a focus on marginalised communities.

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

**12. Prior year adjustments**

The following prior year adjustments have been made to reclassify income and expenditure as being under agency arrangements.

Restatement of restricted funds	1 April 2022 £	Incoming Resources £	Resources Expended £	Transfers £	31 March 2023 £
Partnership Officer:					
As previously stated	22,321	45,500	(51,257)	(16,564)	-
Reclassified as agency arrangement	-	(25,000)	25,000	-	-
As restated	<u>22,321</u>	<u>20,500</u>	<u>(26,257)</u>	<u>(16,564)</u>	<u>-</u>
West Sussex VCSi Alliance:					
As previously stated	10,197	139,088	(135,538)	-	13,747
Reclassified as agency arrangement	-	(135,538)	135,538	-	-
As restated	<u>10,197</u>	<u>3,550</u>	<u>-</u>	<u>-</u>	<u>13,747</u>
Arun & Chichester Food Partnership:					
As previously stated	-	146,400	(146,400)	-	-
Reclassified as agency arrangement	-	(146,400)	146,400	-	-
As restated	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

This resulted in the following restatement in the Statement of Financial Activities:

Income from Charitable activities:	£
As previously stated	697,440
Reclassified as agency arrangement	<u>(306,938)</u>
As restated	<u>390,502</u>
Expenditure of Charitable activities:	£
As previously stated	652,416
Reclassified as agency arrangement	<u>(306,938)</u>
As restated	<u>345,478</u>

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

<b>14. Independent Examination</b>	2024	2023
	£	£
Independent Examiner Fee	1,800	1,700
Underprovision in prior year	40	13
	<u>1,840</u>	<u>1,713</u>

**15 Commitments under operating leases**

The total future minimum lease payments due under non-cancellable operating leases

	2024	2023
	Land & Buildings	Land & Buildings
	£	£
Within one year	<u>-</u>	<u>7,400</u>

During the year ended 31 March 2024 payments under operating leases totalled £7,400 (2023: £7,400).

**16. Agency Arrangements**

During the year Voluntary Action Arun & Chichester received and paid out funds under the following agency arrangements:

£135,538 in funds from West Sussex County Council which was passed over to the other VSCI Alliance partners (Brighton & Hove Community Works, Crawley Community Action, Mid Sussex Voluntary Action and Horsham District Council).

£25,000 in funds from West Sussex County Council in relation to Partnership Officer funding which were passed over to Brighton & Hove Community Works.

In the prior year Voluntary Action Arun & Chichester received and paid out funds under the following agency arrangements:

£25,000 in funds from West Sussex County Council in relation to Partnership Officer funding which were passed over to Brighton & Hove Community Works.

£135,538 in funds from West Sussex County Council which was passed over to the other VSCI Alliance partners ((Brighton & Hove Community Works, Crawley Community Action, Mid Sussex Voluntary Action and Horsham).

£146,400 in funds from West Sussex County Council which was passed over to Arun & Chichester Food Partnership.

There is an amount of £nil at 31 March 2024 in other creditors in relation to these agency arrangements (2023: £nil).



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

### **17 Trustee Remuneration and Expenses**

No trustee received any remuneration during the current or prior year. No trustee expenses were incurred during the current or prior year.

### **18 Termination benefits and Redundancy Costs**

Termination payments are comprised of voluntary redundancy. Payments are recognised in staff costs once they are quantifiable and upon communication of intention to pay.

Total redundancy cost for the year was £16,459 (2023: £nil).

Unpaid redundancy at the balance sheet date was £9,540 (2023: £Nil).

### **19 Company Limited by Guarantee**

VOLUNTARY ACTION ARUN & CHICHESTER is a company limited by guarantee, incorporated in the United Kingdom. The registered office address is Town Hall, Clarence Road, Bognor Regis, West Sussex, PO21 1LD.

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.

### **20 Related parties**

There have been no related party transactions in the year or in the prior year which require disclosure.

**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 trustees on my examination of the financial statements of Voluntary Action Arun & Chichester (the Company) for the year ended 31 March 2024.

**Responsibilities and basis of report**

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements 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 the Company's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.


**Independent examiner's statement**

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ACCA, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe 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 financial statements do not accord with those records; or
- 3      the financial statements 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 financial statements 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 financial statements 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: .....  
