

West Devon Community and Voluntary Services
Company Limited by Guarantee
Unaudited Financial Statements
31 March 2021

THOMAS WESTCOTT
Chartered accountants
5 West Street
Okehampton
Devon
EX20 1HQ

West Devon Community and Voluntary Services

Company Limited by Guarantee

Financial Statements

Year ended 31 March 2021

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West Devon Community and Voluntary Services

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31 March 2021

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2021.

Reference and administrative details

Registered charity name West Devon Community and Voluntary Services

Charity registration number 1119730

Company registration number 06115797

Principal office and registered office The Ockment Centre
North Street
Okehampton
Devon
EX20 1AR

The trustees

P King
E Rae
P Sawyer
Mr J Bradley

Independent examiner Mrs S L Watts FCCA DChP
5 West Street
Okehampton
Devon
EX20 1HQ

Structure, governance and management

The organisation is a charitable company limited by guarantee, incorporated on 19 February 2007 and registered as a charity on 19 June 2007. The charity was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of being wound up members are required to contribute £1.

The charity was formed in February 2007 to merge the activities of Okehampton & District CVS and Tavistock CVS.

With effect from 1 April 2007 the operating activities of both separate organisations were channelled into the newly created entity and from that point all reporting has been undertaken through the new charity.

Accordingly, all assets and liabilities of the separate charities were transferred into this charity.

West Devon Community and Voluntary Services

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

Objectives and activities

The charity supports the promotion of any charitable purposes for the benefit of the community in West Devon, in particular the advancement of education, the protection of health and the relief of poverty, distress and sickness. It also promotes and organises co-operation in the achievement of the above purposes and to that end to bring together in council representatives of the voluntary organisations and statutory authorities with West Devon, the area of benefit.

We do this through the provision of infrastructure support services to voluntary and community organisations. These services include:

- Development to improve the capacity and quality of voluntary and community organisations through training events and one to one development support
- Support through practical services such as our newsletter and electronic bulletin, equipment like display boards and poster design
- Representation, facilitating collaboration between the voluntary sector and statutory partners on strategic partnerships at town, district and county level to ensure West Devon has a voice.
- Development Support and Liaison, identifying and prioritising the needs of local communities and facilitating local action to meet those needs
- Access to volunteering; developing volunteering opportunities with local groups and organisations and enabling volunteers to find suitable opportunities.

Achievements and performance

The pandemic affected our ability to provide a number of our services. Staff switched to working from home relatively seamlessly and we held networking events virtually and maintained contact with organisations and services in Mid Devon as well as providing assistance with COVID helpline for the district council. We continued to

- Provide access to on line volunteer brokerage system with 34 local volunteering opportunities available
- Work with 75 organisations providing capacity building support including local COVID response groups.
- Offered information and networking opportunities on 4 occasions virtually.
- Continued to facilitate multiagency health and wellbeing forums in Okehampton and Tavistock virtually. With 136 groups taking the opportunity to participate to share pandemic learning, virtually network and offer peer support.
- Produced newsletters and electronic bulletins in partnership with Devon Voluntary Action and distributed 12 local funding news bulletins
- Issued guidance to local COVID response groups and supported them with DBS checks and maintained listings of services still running through the pandemic
- Continued projects to support the health and wellbeing of individuals in Okehampton and Tavistock

Maintained our contact with the more than 550 organisations and projects based in, or delivering services to West Devon

Held funds on behalf of 5 local organisations and partnerships. •

West Devon Community and Voluntary Services

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

Financial review

Total incoming resources generated during the year were £262,112 (2020: £175,539). A total of £258,558 (2020: £169,782) was received in grants.

The grant aided projects covered the management of the delivery of Social prescribing services for two primary care networks, management of the CVS COVID infrastructure support agreement for Devon County Council. Fund holding for the Southern Area Car Forum, capacity building provision and support for the Voluntary and community sector representatives across West Devon, Information and support to the Transitions project.

Reserves policy

The Trustees are satisfied that the level of reserves as shown on the balance sheet are adequate to cover known and anticipated costs in the short term. Reserves will be kept to cover mandatory redundancy payments for staff and funds required to cover long term agreements. Reserves are required to cover two months running costs.

Risk management

Risks to which the charity is exposed have been addressed by a review carried out by the Trustees. The financial records of the charity are written up each month and a report of the position to date reported to the Board. Each project is closely monitored to assess the progress against budgeted income and costs.

Internal risks are minimised by procedures which require authorisation of all transactions and projects and a system of regular supervision and appraisal to ensure consistent quality of delivery of all operational aspects of the charitable company.

Public benefit

In planning our activities for the year we have kept in mind the Charity Commission guidance on public benefit.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on ..31/12/2021 and signed on behalf of the board of trustees by:



P King
Trustee

West Devon Community and Voluntary Services

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of West Devon Community and Voluntary Services

Year ended 31 March 2021

I report to the trustees on my examination of the financial statements of West Devon Community and Voluntary Services ('the charity') for the year ended 31 March 2021.

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 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 the charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the charity'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 the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

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

1. accounting records were not kept in respect of the charity 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).

West Devon Community and Voluntary Services

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Independent Examiner's Report to the Trustees of West Devon Community and Voluntary Services *(continued)*

Year ended 31 March 2021

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Mrs S L Watts FCCA DChP
Independent Examiner
For and on behalf of Thomas Westcott Chartered Accountants
5 West Street
Okehampton
Devon
EX20 1HQ

27 Jan 2022

West Devon Community and Voluntary Services

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

Year ended 31 March 2021

		2021		2020
	Note	Unrestricted funds £	Total funds £	Total funds £
Income and endowments				
Donations and legacies	5	258,558	258,558	169,782
Charitable activities	6	3,480	3,480	5,584
Investment income	7	74	74	173
Total income		<u>262,112</u>	<u>262,112</u>	<u>175,539</u>
Expenditure				
Expenditure on charitable activities	8,9	231,360	231,360	141,421
Total expenditure		<u>231,360</u>	<u>231,360</u>	<u>141,421</u>
Net income and net movement in funds		<u>30,752</u>	<u>30,752</u>	<u>34,118</u>
Reconciliation of funds				
Total funds brought forward		160,564	160,564	126,446
Total funds carried forward		<u>191,316</u>	<u>191,316</u>	<u>160,564</u>

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

The notes on pages 8 to 13 form part of these financial statements.

West Devon Community and Voluntary Services

Company Limited by Guarantee

Statement of Financial Position

31 March 2021

	Note	2021 £	2020 £
Current assets			
Debtors	13	15,765	13,802
Cash at bank and in hand		181,026	155,376
		<u>196,791</u>	<u>169,178</u>
Creditors: amounts falling due within one year	14	<u>5,475</u>	<u>8,614</u>
Net current assets		<u>191,316</u>	<u>160,564</u>
Total assets less current liabilities		<u>191,316</u>	<u>160,564</u>
Net assets		<u>191,316</u>	<u>160,564</u>
Funds of the charity			
Unrestricted funds		<u>191,316</u>	<u>160,564</u>
Total charity funds	15	<u>191,316</u>	<u>160,564</u>

For the year ending 31 March 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

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

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

These financial statements were approved by the board of trustees and authorised for issue on, and are signed on behalf of the board by:



E Rae
Trustee

The notes on pages 8 to 13 form part of these financial statements.

West Devon Community and Voluntary Services

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 March 2021

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is 13 East Street, Okehampton, Devon, EX20 1AS.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Companies Act 2006.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue.

Disclosure exemptions

The entity satisfies the criteria of being a qualifying entity as defined in FRS 102. Its financial statements are consolidated into the financial statements of (enter name of group financial statements) which can be obtained from (enter detail). As such, advantage has been taken of the following disclosure exemptions available under paragraph 1.12 of FRS 102: (a) No cash flow statement has been presented for the company.

(b) Disclosures in respect of financial instruments have not been presented.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

West Devon Community and Voluntary Services

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Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

3. Accounting policies *(continued)*

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

West Devon Community and Voluntary Services

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Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

3. Accounting policies *(continued)*

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument. Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument. Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted. Debt instruments are subsequently measured at amortised cost.

4. Limited by guarantee

West Devon Community and Voluntary Services is a company limited by guarantee and accordingly does not have share capital.

Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.

5. Donations and legacies

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Grants				
Grants receivable	258,558	258,558	169,782	169,782

West Devon Community and Voluntary Services

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Notes to the Financial Statements (continued)

Year ended 31 March 2021

6. Charitable activities

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Collaborative working	—	—	3,677	3,677
Management and admin fees	3,480	3,480	1,907	1,907
	<u>3,480</u>	<u>3,480</u>	<u>5,584</u>	<u>5,584</u>

7. Investment income

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Bank interest receivable	74	74	173	173

8. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Charitable activities	229,874	229,874	138,652	138,652
Support costs	1,486	1,486	2,769	2,769
	<u>231,360</u>	<u>231,360</u>	<u>141,421</u>	<u>141,421</u>

9. Expenditure on charitable activities by activity type

	Unrestricted funds £	Total Funds 2021 £	Total Funds 2020 £
Cost centre running costs			
Wages and salaries	9,370	9,370	17,145
Staff expenses and training	212	212	588
Rent and room hire	967	967	3,600
Forums and events	-	-	15
Premises utilities	-	-	-
Insurance	732	732	664
IT costs	830	830	956
Telephone	1,133	1,133	1,576
Postal charges	877	877	37
Stationery and office equipment	219	219	108
Photocopying	89	89	342
Dues and subscriptions	-	-	-
Sundry expenses	35	35	379
	<u>14,464</u>	<u>14,464</u>	<u>25,408</u>
Voluntary voice			
SP Executive Support	1,446	1,446	-
DSP Welfare	-	-	140
JSNA	-	-	175
Life chances	-	-	70
Admin and support	-	-	325
	<u>1,446</u>	<u>1,446</u>	<u>710</u>

West Devon Community and Voluntary Services

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Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

DCC funding agreement			
TTVS	9,200	9,200	1,237
NDVS	9,200	9,200	911
Involve	9,200	9,200	1,526
Teignbridge	9,250	9,250	1,437
South Hams	9,200	9,200	911
Westbank	9,200	9,200	
Exeter CVS	-	-	(6,349)
Admin fee	-	-	23
AED	-	-	1,237
	<u>55,250</u>	<u>55,250</u>	<u>940</u>
Southern Car Forum			
Members travel	-	-	-
Partner activities	14,613	14,613	14,260
Admin support costs	20	20	130
	<u>14,633</u>	<u>14,633</u>	<u>14,390</u>
West Devon Rovers	-	-	79
Supported Volunteering	-	-	13
Okehampton Carers Group	30	30	-
Transitions Moneywise	<u>10,953</u>	<u>10,953</u>	<u>12,469</u>
Okehampton Responds	-	-	2,732
Okehampton Older People Network	-	-	891
CH & SCT	<u>4,491</u>	<u>4,491</u>	<u>6,909</u>
ASC Tavistock	-	-	4,813
ASC Okehampton	-	-	7,576
Tavistock Alliance	-	-	405
Tavistock Wellbeing	<u>67,862</u>	<u>67,862</u>	<u>38,089</u>
ND PCN	<u>29,986</u>	<u>29,986</u>	<u>21,099</u>
STP	<u>14,893</u>	<u>14,893</u>	<u>2,129</u>
Tavistock Locals	<u>1,650</u>	<u>1,650</u>	-
Food project	<u>971</u>	<u>971</u>	-
Infection control delivery	<u>12,102</u>	<u>12,102</u>	-
Horrabridge Locals	<u>1,144</u>	<u>1,144</u>	-
Total expenditure on charitable activities	<u>229,874</u>	<u>229,874</u>	<u>138,652</u>

West Devon Community and Voluntary Services

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

10. Independent examination fees

	2021 £	2020 £
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>1,362</u>	<u>1,325</u>

11. Staff costs

The average head count of employees during the year was 7 (2020: 4). The average number of full-time equivalent employees during the year is analysed as follows:

	2021 No.	2020 No.
Number of staff	<u>7</u>	<u>4</u>

No employee received employee benefits of more than £60,000 during the year (2020: Nil).

12. Trustee remuneration and expenses

No remuneration or other benefits from employment with the charity or a related entity were received by the trustees.

13. Debtors

	2021 £	2020 £
Trade debtors	<u>15,765</u>	<u>13,802</u>

14. Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	2,713	7,289
Accruals and deferred income	<u>2,762</u>	<u>1,325</u>
	<u>5,475</u>	<u>8,614</u>

West Devon Community and Voluntary Services

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Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

15. Analysis of charitable funds

Unrestricted funds

	At 1 April 2020	Income	Expenditure	At 31 March 2021
	£	£	£	£
General funds	<u>160,564</u>	<u>262,112</u>	<u>(231,360)</u>	<u>191,316</u>

	At 1 April 2019	Income	Expenditure	At 31 March 2020
	£	£	£	£
General funds	<u>126,446</u>	<u>175,539</u>	<u>(141,421)</u>	<u>160,564</u>

16. Analysis of net assets between funds

	Unrestricted Funds	Total Funds
	£	£
Current assets	196,791	196,791
Creditors less than 1 year	<u>(5,475)</u>	<u>(5,475)</u>
Net assets	<u>191,316</u>	<u>191,316</u>

	Unrestricted Funds	Total Funds
	£	£
Current assets	169,177	169,177
Creditors less than 1 year	<u>(8,613)</u>	<u>(8,613)</u>
Net assets	<u>160,564</u>	<u>160,564</u>

17. Events after the reporting period

Although there are no specific known factors which could have an impact on the charity's financial statements, it should be noted that as at the end of the financial year, there was an instability factor relating to the global health emergency in respect of Coronavirus.

18. Related parties

There were no related party transactions during the year (2020: none).