

**Charity registration number 1123402**

**Company registration number 06531268 (England and Wales)**

**WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION**

**ANNUAL REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2022**

# WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

## LEGAL AND ADMINISTRATIVE INFORMATION

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### REFERENCE and ADMINISTRATIVE DETAILS

<b>Charity Name</b>	Warwickshire Community and Voluntary Action (WCAVA)
<b>Company number</b>	06531268 (England and Wales)
<b>Charity number</b>	1123402
<b>Registered office</b>	19 & 20 North Street, Rugby, CV21 2AG
<b>Company Secretary</b>	K Winchcombe (Appointed 16th May 2022)
<b>Directors</b>	<p>The Directors, who have served through the financial year and to the date of signing this report, except where stated, were:</p> <p>Andrew Gabbitas S Hammond D Purewal P Robson S C Rawbone C Spiers (Appointed 7 February 2022) G A Other (Appointed 21 March 2022) J A Wildig (Appointed 22 November 2021) Jatinder Birdi (Resigned 2 November 2021) Tony Guy (Resigned 21 March 2022) Sue Lodge (Resigned 5 October 2021)</p>
<b>Auditor</b>	Burgis & Bullock 23-25 Waterloo Place, Leamington Spa, CV32 5LA
<b>Solicitors</b>	Lodders Solicitors LLP Arden Street, Stratford-Upon-Avon, CV37 6PA
<b>Bankers</b>	HSBC Bank PLC 126 Parade, Leamington Spa, CV32 4AJ
<b>Investment advisors</b>	Towergate Insurance Trading name of Towergate Underwriting Group Limited., Eclipse Park, Sittingbourne Road, Maidstone, ME14 3EN

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# WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

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# **WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)**

**FOR THE YEAR ENDED 31 MARCH 2022**

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The Directors (who are the Trustees of the Charity) have pleasure in submitting their thirteenth Annual Report together with the audited financial statements for the year ended 31 March 2022.

### **STRUCTURE, GOVERNANCE and MANAGEMENT**

#### **Governing Document**

WCAVA is a charitable company limited by guarantee, incorporated on 11 March 2008 and registered as a charity on 1 April 2008.

The charitable company was established under a Memorandum of Association, which established the objectives and powers of the company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

The Directors are responsible for the overall governance of the charitable company.

#### **Significant Changes**

During the year the Board undertook a review of its structure and proposed a restructure to include lead roles for Trustees to be implemented in 2022/23.

#### **Membership and Appointment of the Board of Directors**

The number of members that can be registered is unlimited and membership is open to any individual or organisation that is interested in promoting the aims and objectives of WCAVA. There has been a focus on membership recruitment during the year with positive results.

The Board is required to have at least 8 Members and there is no maximum, unless determined by ordinary resolution. Annually one third of the Board retires by rotation, but these directors are eligible for re-election. The Board have the power to co-opt additional directors. No director can serve for more than nine consecutive years.

The members of the Board, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are listed on page one.

Directors may be nominated by the membership in accordance with the memorandum, to reflect the range of voluntary and community groups as well as for their knowledge of the area and the work of the charity. The Board endeavours to ensure there is a balance of skills and expertise. Co-opted directors are recruited from a range of sources: specialist advertising mediums, introduction by existing members and direct applications 'through word of mouth'. Prospective members are required to complete application forms, which are duly assessed against the 'Skills Needs Analysis' to ensure that there is a balance of skills and expertise at any one time.

There is a comprehensive induction programme for new Board members, which comprises a session on their roles and responsibilities and on the key operational policies and procedures that shape the delivery of the day to day services. This is supplemented by training and development using the Charity Commission guidance and resources.

# WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2022**

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### Organisation

The Board has met five times this year. Sub committees meet regularly in between the meetings and comprise of:

- Finance and General Purpose Subcommittee
- HR Subcommittee
- Strategy Working Group
- Volunteering Subcommittee
- Inclusion Subcommittee

New sub committees commenced April 2022.

The day to day running of the charity is delegated to the Chief Executive.

### Senior Staff

Chief Executive	Kate Morrison ( until 15th May 2022) Karen Winchcombe ( from 16th May 2022)
Area Manager - North	Alison Thompson
Area Manager - South	Jane Holdsworth
Area Manager - Mid	Tracy Southam
Finance Manager	Ruby Sarkaria

The Directors consider that the Board of Directors and the Chief Executive comprise the key management personnel of the directing and controlling, running and operating the charity on a day to day basis. No director received remuneration in the year, Details of directors' expenses and related party transactions are disclosed in note 10 to the accounts. The pay of the senior staff is reviewed bi-annually. In view of the nature of the charity, the directors benchmark the Chief Executive remuneration as the average paid for the role in similar sized charities.

### Risk Management

A risk register has been established by the Board. Risks are regularly reviewed and updated by the sub-committees and the Board. The Directors are satisfied that they have considered the major risks to which the charity is exposed, that they have taken action to mitigate or to manage those risks and that there are systems in place to monitor any changes in those risks.

# **WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

***FOR THE YEAR ENDED 31 MARCH 2022***

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### **Projects**

Big Local – due to the continuing impact of Covid-19 there is an underspend due to inability to deliver as planned. Arley & Ansley agreed a new delivery plan during the year which provides an extension of the project until July 2022. Hilltop & Caldwell will be agreeing a new plan in the next financial year.

Linking Futures (Talent Match Legacy Programme) – due to funding coming to an end the project closed on 31st March 2022 having successfully delivered a programme that had a significant positive impact on the lives of many young people.

ConnectWELL - the project delivered an exceptional programme of Social Prescribing. However, with the cessation of the Esme Fairbairn funding it was not feasible to continue delivery of Primary Care Network Link Worker programme without relevant match funding and the decision was made to bring the project to an end on 31st March 2022. ConnectWELL had a strong legacy having supporting patients and played a key role in establishing social prescribing within Warwickshire.

The Targeted Testing volunteer project delivered on behalf of Warwickshire County Council continued to support the 5 targeted testing sites across Warwickshire through recruitment and management of a team of volunteers and finished at the end of June 2021.

Coventry and Warwickshire CCG extended WCAVA's contract to provide support to recruit and manage volunteers for a number of the vaccination sites across South and Northern Warwickshire.

Stratford-on-Avon District Council advertised for the Stratford-on-Avon District Social Inclusion Partnership (SIP) to enhance and support the VCSE sector in the District with a focus on work that addresses the priorities of SIP. WCAVA successfully tendered for the post which commenced in April 2020 and has already had a positive impact by assisting VCS groups and organisations to secure £169,766 in funding.

# **WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2022**

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### **CHARITABLE OBJECTIVES**

The Charitable objectives of WCAVA are detailed within the Memorandum of Association as:

To promote all or any charitable purposes for the benefit of the community within the Area of Benefit and in particular the advancement of education, the furtherance of health and the relief of poverty, distress and sickness;

Without limitation to the generality of the forgoing to provide resources to include not by way of limitation advice, guidance, mentoring, training, supervision and support to organisations with similar charitable objectives in order to assist these organisations with their charitable work; and

To promote and organise co-operation in the advancement of these purposes and to bring together in council representatives of the voluntary organisations, statutory authorities and individuals within the Area of Benefit.

To protect and preserve the environment for the benefit of the public.

### **PUBLIC BENEFIT**

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims, objectives and in planning our future activities. In particular, the directors consider how planned activities will contribute to the aims and objectives they have set.

#### **How our activities deliver public benefit:**

All of our offices, e-communications and our website provide a vital service as a point of essential information and advice not just for our member organisations and groups but also for the general public and partner agencies. Our ability to signpost the general public to organisations and groups that can assist them with a whole range of issues from debt advice to counselling and youth work to domestic abuse ensures that those who need support can access it.

All groups and organisations supported will have a specific remit in themselves to support their local community or to support a specific area of interest often focussing upon the most disadvantaged or disengaged sections of our society. For many of our member organisations the support we provide enables them to more effectively deliver support to vulnerable individuals. Furthermore the groups and organisations that we support enables them to carry out their aims or charitable objectives more efficiently whether through securing funding, developing more robust procedures or quality assurance processes all provide direct benefit to the citizens of Warwickshire and Solihull through their enhanced front-line service delivery.

Our Volunteering Coordinators enable those who wish to contribute their skills, knowledge, time and energy to support others to do so for the benefit of organisations, groups and individuals within Warwickshire and Solihull. We also support those who work within the private sector to support charities and communities through our skilled volunteering programmes and corporate social responsibility (CSR) offer.

# **WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

***FOR THE YEAR ENDED 31 MARCH 2022***

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### **STATEMENT OF PURPOSE**

#### **OUR VISION:**

A thriving and well-resourced voluntary and community sector throughout Warwickshire that meets community needs and provides an excellent experience for all.

#### **OUR MISSION**

Warwickshire CAVA promotes, develops and supports a vibrant voluntary and community sector to enable local people to shape and influence their communities.

Warwickshire CAVA's strategic plan has six broad objectives set out to support the Third Sector to make a difference to the communities of Warwickshire and Solihull:

- Membership**
- Volunteering Access**
- Fundraising**
- Partnerships**
- Marketing**
- Communications**

### **ACHIEVEMENTS AND PERFORMANCE**

#### **Core Infrastructure Support Work**

WCAVA's core activity is to provide Infrastructure support that assists voluntary, community and social enterprise organisations and groups in Warwickshire and Solihull to form, develop and thrive by accessing the resources they require to meet their charitable objectives and evidenced community need.

#### **Warwickshire**

The voluntary and community sector was cautious as lockdown restrictions were lifted and WCAVA teams provided support and advice to groups as some recommenced some level of face to face delivery although online activities have also continued. WCAVA teams provided support to 1,623 groups and organisations working in partnership across all Boroughs and Districts. Funding continued to be a challenge for many groups and WCAVA assisted with funding applications amounting to £2,706,620.25 of which £1,036,237.84 came into Warwickshire within the financial year through funding applications and grant panels. Events continued to be held online in the main and WCAVA teams held 100 events including webinars and workshops and contributed to 134 others, which enabled 5,750 people to contribute and for 935 organisations to be upskilled.



# **WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

***FOR THE YEAR ENDED 31 MARCH 2022***

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Our 'Volunteer Connect' volunteering portal enables volunteers and volunteer involving organisations to have 24-hour access to volunteering opportunities. During 2021- 22, 1,067 individuals interested in volunteering in Warwickshire were supported by WCAVA's volunteering team with an estimated 775 being placed in a volunteering role of which 636 were placed within a health and social care related organisation.

The economic value of this volunteering equates to approximately £2,088,557 per annum.

Covid-19 had a significant impact on the number of employer, supported volunteers (ESV) recruited but as the year progressed this started to pick up once again and 129 ESV and micro volunteering opportunities were undertaken.

Volunteer Involving Organisations (VIO) continued to access support from the volunteer team and volunteer recruitment became an increasing need as organisations and groups began to deliver their services more widely. Warwickshire Volunteer Forum events continued to be held on line.

Although once again the annual Volunteer Awards evenings had to be cancelled, online volunteer celebrations volunteers were held to cover Warwickshire North, Rugby and South Warwickshire. Volunteers who had undertaken exceptional support during Covid-19 were recognized and an especially commissioned thank you card was sent out to nominated volunteers across the County.

WCAVA's own volunteers continued to provide valuable support at Newtown Centre and played an important role in enabling the Centre to continue functioning.

# **WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2022**

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### **Solihull**

During the year we continued to raise our profile in Solihull, developing new partnerships and increasing levels of support to VCS groups in Solihull working with 214 groups providing funding and group development support, Trustee recruitment and Corporate Social Responsibility (CSR) support and engagement with the wider community sector. 48 groups were given one to one support to develop fundraising skills and enable higher levels of confidence around bid writing resulting in 29 funding applications being submitted resulting in £683,844 successful grant applications. 82 events and workshops continued to be delivered online with 754 attendees - good attendance and feedback.

Corporate Social Responsibility (CSR) continued to be impacted by Covid but despite this we assisted local businesses to provide CSR within their communities.

The Solihull Volunteer Managers' Forum facilitated by WCAVA continued to meet regularly and to be a valued resource to volunteer managers.

The Volunteering Coordinator supported 39 volunteers, involving organisations (VIO's) with one to one support regarding recruitment and management of volunteers. 45 new VIO's were assisted to utilise Simply Connect, the volunteer brokerage portal, and between them advertised 69 volunteering opportunities. 72 new volunteers were also signed up to the Simply Connect portal to find volunteering placement from the available volunteering opportunities.

During the year we have continued to disseminate a high volume of electronic information to groups and organisations. In Warwickshire our e-zine and bulletin subscription levels stand at 2,531 and during the year we produced and disseminated 134. In Solihull the number of subscribers to the newsletter has continued to increase and now stands at 729 with 23 bulletins circulated during the year.

### **Restricted Fund Activities**

During the year we have undertaken a wide range of project work detailed in note 20.

Linking Futures – (Talent Match Legacy Programme) ended on 31st March 2022 due to the end of the funding term. Despite delivery during covid-19 the project has had a significant positive impact on the lives of many young people. The programme was supported by Children in Need, Groundworks ESF and Youth Futures Foundation.

ConnectWELL – the project delivered an exceptional programme of social prescribing for 7 years. However, with the cessation of the Esme Fairbairn funding, it was not feasible to continue delivery of Primary Care Network programme without relevant match funding and the project came to an end on 31st March 2022. ConnectWELL played a key role in establishing social prescribing within Warwickshire.

# **WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

***FOR THE YEAR ENDED 31 MARCH 2022***

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### **FINANCIAL REVIEW**

The Directors report that:

**Unrestricted Funds** for the year show a net income of £23,266 (2021: net income of £17,108)

**Designated Funds** showed a nil net movement (2021: nil net movement)

**Restricted Funds** showed a net expenditure of £146,393 (2021: net income of £62,596)

**Endowment Funds** showed a net expenditure of £3,928 (2021: net expenditure of £3,540)

#### **Review of financial position at the end of the reporting period**

##### **i. Financial effect of significant events**

###### **Covid-19**

There was no significant financial impact on WCAVA as a result of the Covid-19 pandemic. In fact due to the levels of partnership working with WCC in particular, WCAVA received additional funding aligned to Covid support eg Vaccination Programme.

###### **Leasehold Newtown Centre, Nuneaton Shop Premises**

A lease for new premises at 1 Donnithorne Avenue, Nuneaton was approved in February 2021.

This will be funded by Big Local Hilltop and Caldwell funds. The premises were refurbished during this financial year and opened in July 2021 for the community.

###### **Big Local Project Hill Top and Caldwell**

This project underspent at 31st March 2021, this is mainly due to the impact of Covid-19. The grant awarding body Big Local Trust, have approved these funds for carry forward into 2022/2023.

###### **Big Local Arley & Ansley**

A legacy plan was approved by Big Local Trust. This will enable a new plan to be delivered for the next four years.

##### **ii. Principal Risks; Uncertainties; summary of plans and strategies for managing those risks**

There was a risk of WCC funding ending due to end of contract (March 2022). This would bring about significant risk to the organisation. After a period of tendering, this risk was eliminated as CAVA was awarded the new contract, commencing April 2022 onwards 3, + 2 years. CAVA was aware North Warwickshire Borough Council will withdraw their grant funding of £11,875 for 2022/2023. WCAVA plan to manage this by continuing professional relationships with all local authority colleagues; other public sector partners and to pursue other potential sources of funding to replace this shortfall.

# **WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2022**

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### **iii. Factors likely to affect future financial performance or position**

Due to the current climate and significant inflation/cost of living crisis, the predicted budget pressure in 2022/2023 is £40k consisting of insurance; utility and salary costs. This risk is being managed by a review of the WCAVA physical assets and monitoring of the management accounts process. Looking forward, current funding awarded by CCG's will potentially end due to the transition from CCG's to the new ICS structure. WCAVA are managing this through strategy partnership working and communication with existing and new Commissioners to identify opportunities for new funding in the future.

#### **Principal Sources of Funding**

Our principal source of funding continues to be from Warwickshire County Council.

#### **Freehold Property**

The freehold properties, after depreciation, had a net book value of £337,000 at 31 March 2022. The properties are functional assets used in the fulfilment of our charitable objects and the Directors consider the amount reflects the value in use. The Directors also consider that the value is a reasonable approximation of market value and that any fluctuation is temporary and would not materially impact on the understanding of the charitable company's financial position by the reader of the financial statements.

#### **Investment and Reserves**

We continue to be committed to maximising our income, in relation to investments, within an ethical framework, but without taking any undue risks. Our surplus funds are invested in several low risk higher yield investments with well-known financial institutions and are regularly reviewed by the finance committee. With regards to Reserves, we have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charitable company should equate to no less than 15% of the unrestricted funds expended. This equates to £103,733 for 2021/2022. At this level the Directors feel that they would be able to continue some of the current activities of the charity in the event of a significant drop in funding. At the year end, free reserves available amounted to £185,832. We plan to use this for future charitable activities and development of the organisation.

#### **Taxation**

As a charity, subject to certain restrictions, Warwickshire Community and Voluntary Action is exempt from corporation tax on income and gains. No liability arises in the year. The Charity was registered for VAT throughout the year and all resources expended include non-reclaimable VAT as appropriate.

#### **Grant Making**

Grant Making is not a material element of Warwickshire Community and Voluntary Action's activities. During the year however, the Charity has facilitated the making of grants to local organisations and charities by way of supporting grant making bodies including Big Local Trust. These transactions are detailed in note 8.

# **WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2022**

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### **PLANS FOR FUTURE PERIODS**

2021/22 has been a year where yet again the demand for our support has remained high compounded by the impact of Covid-19 on VCSE sector and the significant increase in volunteer recruitment. The fact that over 1600 organisations and groups and 2020 volunteers have been supported is testament to the hard work and dedication of our staff and volunteers. It continues to be harder and harder to secure funding and resources for the vast amount of organisations and groups that we support and going forward we are putting resource into developing relationships in the following key areas:

#### **Developing our Funding Base**

We successfully diversified our funding base over recent years and generated a significant proportion of our income through independently earned income. However with the uncertainty of funding streams going forward and the impact of Brexit on ESF funding, this may impact on projects such as Linking Futures going forward. We will therefore renew our efforts to strengthen our position by pursuing funding opportunities with our strategic partners in order to safeguard Infrastructure provision and support for the sector across Warwickshire, Solihull and beyond.

#### **Private Sector Partner Support**

Covid has interrupted the relationships we were establishing with private sector partners and the work we were doing with them around Corporate Social Responsibility (CSR), including Employee Skilled Volunteering (ESV). Going forward we will pick this up and re-establish partnerships with the private sector in both Warwickshire and Solihull as we are keen to further develop and celebrate the impact that these relationships can have for our members.

#### **Board Structure Review**

Having completed and implemented the organisation restructure the Board recognised the need for reviewing its own structure and governance in order to further strengthen the organisation. This re-structure has been implemented and in effect from 2022-23.

#### **Diversity**

It is imperative that WCAVA is representative of the communities in which services are delivered. During 2021-22 we continued our development on this area, working directly with a Lead Trustee for E&D and SMT member to improve diversity in terms of recruitment of staff, volunteers, Trustees and to address how we can improve our reach to diverse communities and groups and now have in place an organisation Equality & Diversity Action Plan.

#### **Increasing Membership**

There is a general desire to increase the number of groups CAVA can support as it provides consistently high levels of support to organisations and groups who are not member organisations. Going forward WCAVA's strength can be in its membership and a two-way relationship that will bring benefit to both parties. This will provide improved understanding of our members' needs thereby providing stronger evidence for future funding bids. Moving forward, in 2022-23, the Board and SMT will consider its position as a strategic priority for the organisation and which approach it will take.

# **WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

***FOR THE YEAR ENDED 31 MARCH 2022***

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### **Communication & Marketing**

WCAVA considered its strategic priorities and developed a marketing and comms plan which focuses work on a stronger digital presence in order to be better placed to increase the reach of our members' voices and celebrate their impact. Moving forward, CAVA will be revamping the website in response to changing need following Covid-19 and in line with current services.

### **Property Portfolio**

In 2021-22 a significant review of the organisation's properties was undertaken to identify assets and risk in relation to need. The portfolio will once again be reviewed in 2022-23 to ensure that the type and number of properties it holds, reflects the current and future needs of the organisation and its members.

# WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

## STATEMENT OF TRUSTEES' RESPONSIBILITIES

**FOR THE YEAR ENDED 31 MARCH 2022**

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### DIRECTORS' RESPONSIBILITIES

The Directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Directors to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company 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 Directors are required to:

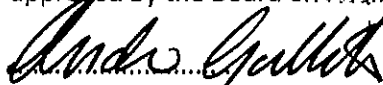
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures 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 operation.

The Directors are responsible for keeping adequate accounting records that 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 and the Charities Act 2011. 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.

In so far as the Directors are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the Directors have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

The Directors are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions. This report was approved by the Board on 27th/22

  
Andrew Gabbittas  
Chair

# WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

## INDEPENDENT AUDITOR'S REPORT

### TO THE TRUSTEES OF WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

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#### Opinion

We have audited the financial statements of Warwickshire Community and Voluntary Action (the 'Charity') for the year ended 31 March 2022 which comprise the statement of financial activities, the summary income and expenditure account, the balance sheet, the statement of cash flows and the notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2022 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.



# **WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION**

## **INDEPENDENT AUDITOR'S REPORT (CONTINUED)**

### **TO THE TRUSTEES OF WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION**

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#### **Other information**

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The Trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

#### **Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the Charity and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the Trustees' report.

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Director's report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- certain disclosure of directors' remuneration specified by law are not made; or
- the financial statements are not in agreement with the accounting records and returns and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or; or the Trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemption in preparing the directors' report from the requirement to prepare a strategic report.
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees' report and from the requirement to prepare a strategic report.

#### **Responsibilities of Trustees**

As explained more fully in the statement of Trustees' responsibilities, the Trustees, who are also the directors of the Charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the Trustees are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

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# **WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION**

## **INDEPENDENT AUDITOR'S REPORT (CONTINUED)**

### **TO THE TRUSTEES OF WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION**

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#### **Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

We gained an understanding of the legal and regulatory framework applicable to the charity and the industry in which it operates and assessed the extent of compliance with these laws and regulations as part of our procedures on the related financial statement items.

Based on our understanding of the charity and the sectors it operates in we identified that the principal risks of non-compliance with laws and regulations related to breaches of Charities Act 2011, UK Tax Legislation and UK Employment Law; Companies Act 2006; Safeguarding and GDPR regulations; and the terms of the charity's governing documents.

We evaluated management incentive and opportunities for fraudulent manipulations of the financial statements and determined the principal risks are related to fraudulent transactions to meet funders requirements or to gain personal benefit for the Trustees or members of management.

#### **Audit procedures performed included:**

- Identifying and assessing the design effectiveness of controls in management have in place to prevent and detect fraud.
- Challenging assumptions and judgments made by management in their significant accounting estimates and assessing if these indicate evidence of management bias;
- Reviewing the accounting records for large and unusual journal entries and testing any identified and in particular the rationale for any transactions outside the charity's normal course of activity;
- Reviewing the accounting records for large and unusual bank payments and testing any identified and in particular the rationale for any transactions outside the charity's normal course of activity;
- Testing a sample of debit entries in the profit and loss account to check they are bona-fide costs made for the benefit of the charity;
- Discussions with management, including consideration of known or suspected incidences of non-compliance with laws and regulation and fraud;
- Reviewing returns made to Companies House and HMRC.

# WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

## INDEPENDENT AUDITOR'S REPORT (CONTINUED)

### TO THE TRUSTEES OF WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

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Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

#### Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

WA Hubbard

Wende Hubbard (Senior Statutory Auditor)  
for and on behalf of Burgis & Bullock

7<sup>th</sup> September 2022

Chartered Accountants  
Statutory Auditor

23-25 Waterloo Place  
Warwick Street  
Leamington Spa  
Warwickshire  
CV32 5LA

# WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2022

### Current financial year

		Unrestricted funds general	Unrestricted funds Designated	Restricted funds	Endowment funds	Total	Total
	Notes	2022 £	2022 £	2022 £	2022 £	2022 £	2021 £
<b><u>Income and endowments from:</u></b>							
Donations and legacies	3	750	-	213	-	963	2,355
Charitable activities	4	628,589	-	587,473	-	1,216,062	1,318,764
Investments	5	464	-	-	-	464	460
Other income	6	85,014	-	-	-	85,014	66,818
<b>Total income</b>		<b>714,817</b>	<b>-</b>	<b>587,686</b>	<b>-</b>	<b>1,302,503</b>	<b>1,388,397</b>
<b><u>Expenditure on:</u></b>							
Charitable activities	7	691,551	-	734,079	4,700	1,430,330	1,313,393
Net gains/(losses) on investments	12	-	-	-	772	772	1,160
<b>Net income/(expenditure) for the year</b>		<b>23,266</b>	<b>-</b>	<b>(146,393)</b>	<b>(3,928)</b>	<b>(127,055)</b>	<b>76,164</b>
<b>Net movement in funds</b>		<b>23,266</b>	<b>-</b>	<b>(146,393)</b>	<b>(3,928)</b>	<b>(127,055)</b>	<b>76,164</b>
Fund balances at 1 April 2021		332,372	24,548	510,807	198,977	1,066,704	990,540
<b>Fund balances at 31 March 2022</b>		<b>355,638</b>	<b>24,548</b>	<b>364,414</b>	<b>195,049</b>	<b>939,649</b>	<b>1,066,704</b>

All income and expenditure derive from continuing activities.

# WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

## STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

### Prior financial year

		Unrestricted funds general	Unrestricted funds Designated	Restricted funds	Endowment funds	Total
	Notes	2021 £	2021 £	2021 £	2021 £	2021 £
<b><u>Income and endowments from:</u></b>						
Donations and legacies	3	2,295	-	60	-	2,355
Charitable activities	4	617,861	-	700,903	-	1,318,764
Investments	5	460	-	-	-	460
Other income	6	66,818	-	-	-	66,818
<b>Total income</b>		<b>687,434</b>	<b>-</b>	<b>700,963</b>	<b>-</b>	<b>1,388,397</b>
<b><u>Expenditure on:</u></b>						
Charitable activities	7	670,326	-	638,367	4,700	1,313,393
Net gains/(losses) on investments	12	-	-	-	1,160	1,160
<b>Net movement in funds</b>		<b>17,108</b>	<b>-</b>	<b>62,596</b>	<b>(3,540)</b>	<b>76,164</b>
Fund balances at 1 April 2020		315,264	24,548	448,211	202,517	990,540
<b>Fund balances at 31 March 2021</b>		<b>332,372</b>	<b>24,548</b>	<b>510,807</b>	<b>198,977</b>	<b>1,066,704</b>

# WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

## SUMMARY INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 31 MARCH 2022**

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	All Income funds	
	2022	2021
	£	£
Gross Income	1,302,503	1,388,397
Gains on investments	772	1,160
	<hr/>	<hr/>
Total income in the reporting period	1,303,275	1,389,557
	<hr/>	<hr/>
Total expenditure from income funds	1,430,330	1,313,393
	<hr/>	<hr/>
Net (expenditure)/income for the year	(127,055)	76,164
	<hr/>	<hr/>

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# WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

## BALANCE SHEET

AS AT 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
<b>Fixed assets</b>					
Tangible assets	13	472,039		444,295	
Investments	14	16,449		15,677	
		<u>488,488</u>		<u>459,972</u>	
<b>Current assets</b>					
Debtors	16	215,432		74,120	
Cash at bank and in hand		597,415		765,261	
		<u>812,847</u>		<u>839,381</u>	
<b>Creditors: amounts falling due within one year</b>	17	(361,686)		(232,649)	
<b>Net current assets</b>		<u>451,161</u>		<u>606,732</u>	
<b>Total assets less current liabilities</b>		<u>939,649</u>		<u>1,066,704</u>	
<b>Capital funds</b>					
Endowment funds	19	195,049		198,977	
<b>Income funds</b>					
Restricted funds	20	364,414		510,807	
<u>Unrestricted funds</u>					
Designated funds	21	24,548		24,548	
General unrestricted funds		355,638		332,372	
		<u>380,186</u>		<u>356,920</u>	
		<u>939,649</u>		<u>1,066,704</u>	

The financial statements were approved by the Trustees on 7 September 2022



Andrew Gabbitts  
Trustee



G A Other  
Trustee

Company registration number 06531268

# WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

## STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
<b>Cash flows from operating activities</b>					
Cash (absorbed by)/generated from operations	25		(126,650)		68,720
<b>Investing activities</b>					
Purchase of tangible fixed assets		(41,660)		-	
Investment income received		464		460	
<b>Net cash (used in)/generated from investing activities</b>			(41,196)		460
<b>Net cash used in financing activities</b>			-		-
<b>Net (decrease)/Increase in cash and cash equivalents</b>			(167,846)		69,180
Cash and cash equivalents at beginning of year			765,261		696,081
<b>Cash and cash equivalents at end of year</b>			597,415		765,261



# WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

## NOTES TO THE FINANCIAL STATEMENTS

**FOR THE YEAR ENDED 31 MARCH 2022**

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### **1 Accounting Policies**

#### **Charity Information**

Warwickshire Community and Voluntary Action is a charitable company limited by guarantee, incorporated in England and Wales on 11 March 2008 and registered in Cardiff, as a charity on 1 April 2008. The registered office is 19 & 20 North Street, Rugby, Warwickshire, CV21 2AG.

#### **1.1 Accounting Convention**

The financial statements have been prepared in accordance with the Companies Act 2006, and "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 financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include fixed asset investments and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

#### **1.2 Going Concern**

At the time of approving the financial statements, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### **1.3 Charitable Funds**

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Designated funds are unrestricted funds that the directors have set aside for specific purposes.

Restricted funds are funds that can only be used for particular purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Endowment funds are funds which are gifted and where restrictions arise when specified by the donor and capital is not used for direct expenditure.

#### **1.4 Incoming Resources**

Income is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

# WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

### 1 Accounting Policies

(Continued)

Grants and other income are recognised when the income is due providing terms and conditions have been met.

Rental income is recognised on a straight line basis over the contracted term.

Income is measured at the fair value of the consideration received or receivable and represents amounts receivable for services provided in the normal course of business, net of discounts, VAT and other sales related taxes.

#### 1.5 Resources Expended

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenses are accounted for on an accruals basis. Expenditure incurred on support costs arises from project management, split as agreed by Funders, Finance and Human Resources cost allocated to projects paying for these costs, and central overheads and general management which are split on a full time equivalent employee basis. Governance costs only include the audit fee, AGM expenditure, Directors' expenses and Companies House fee.

##### *Expenditure by Activity*

Charitable expenditure is allocated to relevant activities on a direct cost basis and, in respect of any shared administration costs, as set out below under 'Resources Expended'. Activities are categorised by way of projects being undertaken and the provision of the charity's core objectives in providing Infrastructure support to the local, voluntary and community sector. The total expenditure incurred on each individual activity is disclosed in the financial statements. The Trustees also provide a further analysis of the overall expenditure incurred by the charity by cost centre. The Trustees believe this information provides the reader of the financial statements with a clearer understanding of the costs associated with delivering their charitable activities and the overall nature of those costs.

#### 1.6 Tangible Fixed Assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is charged by annual instalments commencing with the date of acquisition at rates estimated to write off their cost less any residual value over the expected useful lives as follows:

Freehold land and buildings	50 years straight line
Leasehold improvements	Over life of lease
Furniture and equipment	5 years straight line

Furniture and equipment with a monetary value of less than £2,500 is written off in full in the year of purchase.

# WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

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### 1 Accounting Policies

(Continued)

#### 1.7 Fixed asset investments

Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their value at the balance sheet date using the closing quoted market price. The statement of financial activities includes the unrealised gain or loss arising on revaluation.

#### 1.8 Impairment of fixed assets

At each reporting end date, the Charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less.

#### 1.10 Financial instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial assets and liabilities are recognised when the charity becomes party to the contractual provisions of the instrument. The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. All financial assets and liabilities are initially recorded at transaction price. Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

##### **Basic financial assets**

Basic financial assets are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest.

##### **Basic financial liabilities**

Basic financial liabilities, including creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due and are subsequently carried at amortised cost, using the effective interest rate method. Financial assets and liabilities classified as receivable or payable within one year are not amortised.

# WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

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### 1 Accounting Policies

(Continued)

#### *Derecognition of financial liabilities*

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

Rentals payable under operating leases are charged against income on a straight line basis over the period of the lease.

#### 1.11 Pension costs

The charity operates a third party defined contribution scheme. The pension charge is shown in note 11 to the accounts.

#### 1.12 Retirement benefits

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

#### 1.13 Operating Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

### 2 Critical accounting estimates and judgements

In the application of the Charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

The following judgements and estimates have had the most significant effect on amounts recognised in the accounts:

#### **Analysis of expenditure on activity basis**

The charity has used judgement to allocate expenditure to its principal activities. Expenditure on support costs is allocated to projects paying for these costs, and central overheads and general management costs are split on a full time equivalent employee basis.

# WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

### 3 Donations and legacies

	Unrestricted funds general 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds general 2021 £	Restricted funds 2021 £	Total 2021 £
Donations and gifts	750	213	963	2,295	60	2,355

### 4 Charitable activities

	Charitable Income 2022 £	Charitable Income 2021 £
Grants	481,178	975,599
Supply of services	148,948	86,586
Contractual payments	585,347	240,879
Other trading income	589	15,700
	<u>1,216,062</u>	<u>1,318,764</u>
Analysis by fund		
Unrestricted funds - general	628,589	617,861
Restricted funds	587,473	700,903
	<u>1,216,062</u>	<u>1,318,764</u>

# WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

### 5 Investments

	Unrestricted funds general 2022 £	Unrestricted funds general 2021 £
Income from listed investments	410	406
Interest receivable	54	54
	<u>464</u>	<u>460</u>

### 6 Other income

	Unrestricted funds general 2022 £	Unrestricted funds general 2021 £
Rent receivable	85,014	66,818
	<u>85,014</u>	<u>66,818</u>

# WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

### 7 Charitable activities

	Charitable Expenditure 2022 £	Charitable Expenditure 2021 £
Staff costs	1,016,917	958,154
Depreciation and impairment	13,916	13,916
Premises Costs	58,086	18,115
Travelling expenses	6,913	3,974
Office expenses	25,708	24,891
Equipment hire and rental	8,284	18,818
Repairs and maintenance	75,346	69,453
General expenses	97,004	91,414
Irrecoverable VAT	9,220	4,631
Bank charges	1,790	1,512
Professional Fees	30,638	17,233
IT Costs	23,141	24,998
Direct costs	7,473	4,199
	<u>1,374,436</u>	<u>1,251,308</u>
Grant funding of activities (see note 8)	50,194	56,710
Share of governance costs (see note 9)	5,700	5,375
	<u>1,430,330</u>	<u>1,313,393</u>
<b>Analysis by fund</b>		
Unrestricted funds - general	691,551	670,326
Restricted funds	734,079	638,367
Endowment funds	4,700	4,700
	<u>1,430,330</u>	<u>1,313,393</u>

# WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

### 8 Grants payable

	Charitable Expenditure 2022 £	Charitable Expenditure 2021 £
Grants to Institutions:		
Big Local Arley & Ansley	3,883	17,623
Big Local Trust HTC	43,891	38,587
Other minor funds	2,420	500
	<u>50,194</u>	<u>56,710</u>

### 9 Support costs

	Support costs £	Governance costs £	2022 £	Support costs £	Governance costs £	2021 £
Audit fees	-	5,700	5,700	-	5,375	5,375
	<u>-</u>	<u>5,700</u>	<u>5,700</u>	<u>-</u>	<u>5,375</u>	<u>5,375</u>
Analysed between Charitable activities	-	5,700	5,700	-	5,375	5,375
	<u>-</u>	<u>5,700</u>	<u>5,700</u>	<u>-</u>	<u>5,375</u>	<u>5,375</u>

Governance costs includes payments to the auditors of £5,700 (2021- £5,375) for audit fees.

### 10 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the Charity during the year.



# WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

### 11 Employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
	47	44
Employment costs	2022 £	2021 £
Wages and salaries	891,716	845,717
Social security costs	69,937	65,337
Other pension costs	39,252	35,199
Recruitment and staff welfare	16,012	11,901
	1,016,917	958,154

The number, on the basis of full time equivalents by analysed functions, was: 16.7 WCAVA Core Activities staff (2021 19.6) and 16.8 Other Projects staff (2021 18.2).

There were no employees whose annual remuneration was more than £60,000.

### 12 Net gains/(losses) on investments

	Endowment funds	Endowment funds
	2022 £	2021 £
Revaluation of investments	772	1,160

# WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

### 13 Tangible fixed assets

	Freehold land and buildings £	Leasehold improvements £	Furniture and equipment £	Total £
<b>Cost</b>				
At 1 April 2021	455,000	93,580	18,578	567,158
Additions	-	41,660	-	41,660
At 31 March 2022	455,000	135,240	18,578	608,818
<b>Depreciation and Impairment</b>				
At 1 April 2021	108,900	2,930	11,033	122,863
Depreciation charged in the year	9,100	2,930	1,886	13,916
At 31 March 2022	118,000	5,860	12,919	136,779
<b>Carrying amount</b>				
At 31 March 2022	337,000	129,380	5,659	472,039
At 31 March 2021	346,100	90,650	7,545	444,295

### 14 Fixed asset investments

	Listed investments £	Cash in portfolio	Total £
<b>Cost or valuation</b>			
At 1 April 2021	8,110	7,567	15,677
Valuation changes	772	-	772
At 31 March 2022	8,882	7,567	16,449
<b>Carrying amount</b>			
At 31 March 2022	8,882	7,567	16,449
At 31 March 2021	8,110	7,567	15,677

# WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

<b>15</b>	<b>Financial instruments</b>		<b>2022</b>	<b>2021</b>
			<b>£</b>	<b>£</b>
	<b>Carrying amount of financial assets</b>			
	Instruments measured at fair value through profit or loss		8,882	8,110
			<u>          </u>	<u>          </u>
<b>16</b>	<b>Debtors</b>		<b>2022</b>	<b>2021</b>
			<b>£</b>	<b>£</b>
	<b>Amounts falling due within one year:</b>			
	Trade debtors		190,443	59,918
	Other debtors		55	55
	Prepayments and accrued income		24,934	14,147
			<u>          </u>	<u>          </u>
			215,432	74,120
			<u>          </u>	<u>          </u>
<b>17</b>	<b>Creditors: amounts falling due within one year</b>		<b>2022</b>	<b>2021</b>
		<b>Notes</b>	<b>£</b>	<b>£</b>
	Other taxation and social security		72,256	87,773
	Deferred Income	<b>18</b>	126,057	91,320
	Trade creditors		37,108	19,148
	Other creditors		20,508	24,287
	Accruals		105,757	10,121
			<u>          </u>	<u>          </u>
			361,686	232,649
			<u>          </u>	<u>          </u>
<b>18</b>	<b>Deferred income</b>		<b>2022</b>	<b>2021</b>
			<b>£</b>	<b>£</b>
	Other deferred income		126,057	91,320
			<u>          </u>	<u>          </u>

Deferred Income is included in the financial statements as follows:

# WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

### 18 Deferred Income

(Continued)

	2022 £	2021 £
Deferred income is included within:		
Current liabilities	126,057	91,320
Movements in the year:		
Deferred income at 1 April 2021	91,320	87,625
Released from previous periods	(91,320)	(87,625)
Resources deferred in the year	126,057	91,320
Deferred income at 31 March 2022	126,057	91,320

# WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

### 19 Endowment funds

Endowment funds represent assets which must be held permanently by the Charity. Income arising on the endowment funds can be used in accordance with the objects of the Charity and is included as unrestricted income. Any capital gains or losses arising on the assets form part of the fund.

	Balance at 1 April 2020 £	Movement in funds				Movement in funds				Balance at 31 March 2022 £
		Incoming resources £	Resources expended £	Transfers £	Revaluations gains and losses £	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Transfers £	
<b>Permanent endowments</b>										
Morwenna										
Hughes										
Memorial Fund	14,517	-	-	-	1,160	15,677	-	-	-	16,449
Freehold										
Premises	188,000	-	(4,700)	-	-	183,300	-	(4,700)	-	178,600
	202,517	-	(4,700)	-	1,160	198,977	-	(4,700)	-	195,049

# WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

### 20 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			Movement in funds			Movement in funds		
	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Incoming resources £	Resources expended £	Balance at 31 March 2022 £
<b>WCAVA</b>									
WCAVA - Transformation	10,703	15,466	(8,259)	17,910	-	-	-	-	17,910
Targeted Testing Volunteer project	-	46,000	(32,972)	13,028	13,338	(11,853)	13,338	(11,853)	14,513
Warwicks Public Health Annual Report	-	9,715	(4,280)	5,435	-	(5,435)	-	(5,435)	-
Inclusive Volunteering & IT Accessibility	16,397	-	(1,886)	14,511	-	(1,886)	-	(1,886)	12,625
Youth Leadership Development	7,295	-	-	7,295	-	-	-	-	7,295
CE Vulnerable Telephone Befriending	-	20,000	(17,205)	2,795	8,632	(11,427)	8,632	(11,427)	-
Talent Match Legacy-Linking Futures	119,726	-	(83,482)	36,244	-	(34,584)	-	(34,584)	1,660
ESF Communities Momentum	-	7,856	(7,445)	411	11,783	(12,194)	11,783	(12,194)	-
Inspiring Futures (Children in Need)	-	32,248	(10,110)	22,138	32,248	(52,853)	32,248	(52,853)	1,533
Additional VCSE Development Support	-	74,000	(21,122)	52,878	-	(52,878)	-	(52,878)	-
Long COVID Survivors Group	-	4,819	-	4,819	-	(2,380)	-	(2,380)	2,439
COVID Vaccination programme	-	68,237	(15,533)	52,704	5,687	(54,663)	5,687	(54,663)	3,728
Wheels to Work Stratford	1,578	-	-	1,578	-	(1,578)	-	(1,578)	-
NHS Volunteer Responders	-	-	-	-	1,000	(1,000)	1,000	(1,000)	-
Local Socially Isolated Carers Programme	-	-	-	-	73,333	(34,194)	73,333	(34,194)	39,139
Community Mental Health Transformation Prog	-	-	-	-	82,828	(5,700)	82,828	(5,700)	77,128
Community Builder	-	-	-	-	-	(695)	-	(695)	(695)

**FOR THE YEAR ENDED 31 MARCH 2022**

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# WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

20	Restricted funds	(Continued)						
		Movement in funds			Movement in funds			Balance at 31 March 2022
		Balance at 1 April 2020	Incoming resources	Resources expended	Balance at 1 April 2021	Incoming resources	Resources expended	Balance at 31 March 2022
		£	£	£	£	£	£	£
<b>North Warwickshire</b>								
	Youth Volunteering	3,031	-	-	3,031	-	-	3,031
	3 Villages Youth Project	2,967	15,500	(8,391)	10,076	-	(5,962)	4,114
	Ex-Mining Villages Partnership	-	-	-	-	25,655	(7,431)	18,224
	NW-Big Local Arley & Ansley Plan 2018	102,736	34,909	(102,491)	35,154	3,083	(30,331)	7,906
	NW - Arley & Ansley - Youth	(473)	673	(200)	-	-	-	-
	NW Arley & Ansley Youth Club	(1,097)	1,097	-	-	2,341	-	2,341
	NW - Arley & Ansley - Delivery	(912)	912	-	-	-	-	-
	NW - Arley & Ansley - Operations	(1,609)	1,609	-	-	510	(510)	-
	NW - Arley & Ansley - Local Trust	-	1,950	(1,423)	527	-	(527)	-
	n	-	-	-	-	72,044	(62,913)	9,131
<b>Stratford</b>								
	Stratford Development Worker	-	33,000	(28,917)	4,083	33,000	(30,257)	6,826
<b>Solihull</b>								
	Birmingham VCS	-	-	-	-	4,166	-	4,166
	Solihull Volunteer Coordinator	-	18,108	(13,929)	4,179	36,215	(23,375)	17,019
	Solihull Faiths Forum	311	-	(35)	276	-	(64)	212
	Solihull MBC	-	6,000	-	6,000	-	(6,000)	-
		448,211	722,370	(659,773)	510,807	587,686	(734,079)	364,414



# WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

(Continued)

### 20 Restricted funds

#### WCAVA

##### WCAVA – Transformation

Established to assist with the future of the organisation's staffing resources.

##### Inclusive Volunteering & IT Accessibility

Established to help the organisation transform and upgrade its volunteering and IT capacities using up-to-date technology.

##### Youth Leadership Development

Amalgamation of residual funds to promote a Youth Leadership.

##### Talent Match and Legacy

Talent Match Coventry and Warwickshire is funded by the Big Lottery Fund and designed to help people aged 18-24 from Coventry, Nuneaton and North Warwickshire who have limited or no paid work experience in the last year.

##### Wheels to Work Stratford

WCAVA worked with Orbit Heart of England to provide 'Wheels to Work' – travel support for Orbit customers in the Stratford on Avon District. This pilot provided travel planning and support to eligible individuals with travel passes, moped loans or pushbikes to allow better access to employment, training and education.

##### Covid Projects

Funding made available by Warwickshire County Council for a range of Covid projects, to assist and support the current pandemic. E.g. Targeted Testing volunteer Project; Covid Vaccination Programme; Additional VCSE Development Support; CE Vulnerable Telephone Befriending; Long Covid Survivors Group and Public Health Annual Report.

##### Covid Vaccination programme

WCAVA has been commissioned by the NHS to provide volunteers for various vaccination sites across North and South Warwickshire. WCAVA volunteers offer a warm, reassuring welcome within a safe environment, covering duties ranging from meeting and greeting, car park marshalling and administrative tasks.

## WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

#### 20 Restricted funds

(Continued)

##### Inspiring Futures (Children in Need)

Delivery of a project which focuses on the social integration and improvement of employability prospects for 50 unemployed young people (18-24) from disadvantaged groups who have experienced hardship as a result of Covid-19.

##### ESF Momentum

Delivery of a 12 week programme of structured activities for unemployed young people aged 18-29, who have been unemployed for at least 6 months. Beneficiaries will include those with disabilities. The programme combined one-to-one mentoring support, well-being workshops and employability support.

##### Locally Socially Isolated Carers Programme

Funding from WCC, working to develop volunteers, specifically aimed at providing support to Carers who may be feeling lonely and socially isolated, particularly following the pandemic and period of lockdown.

##### Community Mental Health Transformation Prog

Coventry and Warwickshire Partnership have provided an innovation pot with a targeted and specific focus to address local health and life inequalities of people with severe mental health problems including BAME communities, LGBTQIA+ communities.

##### Community Builder

Funding from Stratford upon Avon District Council as part of a programme to work with deprived Communities to improve social inclusion and community cohesion and resilience.

##### **NUNEATON & BEDWORTH N & B Special Project**

Local restricted funds that aim to increase capacity within the community to enable support for vulnerable members and those in most deprived areas.

# WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

20 **Restricted funds** (Continued)

### N&B Youth Education

Funding made available by Midlands Training, to assist and support youth with their education in the Nuneaton area.

### Community Cohesion

Funding for a range of activities and events to help understand and record the state of the third sector across Nuneaton and Bedworth.

### Hill Top & Caldwell Big Local Area Funds

A range of funds held by WCAVA as the locally trusted organisation on behalf of the partnership for the Hill Top & Caldwell, Big Local area to deliver a local resident-led programme for improvement.

### **RUGBY**

#### Connect Well (Social Prescribing)

A project to build upon the pilot tested model of 'social prescribing' and 'social referral,' signposting to access services and activities delivered by the VCS and statutory partners with the aim of improving people's health and wellbeing.

#### Esmee Fairbairn and Tranche 2

Match funding over 2 years to Connect Well project.

#### Rugby Connect Well Primary Care Network

Guided support is offered for those referred over 75, or those 18-75 who are either sick or/and distressed. Patients are assisted to identify what matters to them, and connected to voluntary and community opportunities to improve their health and wellbeing.

#### Rugby Wellbeing & Mental Health Resilience Fund

Funding from WCC to support the update and improvement to CAVA's office in Rugby (19&20 North Street) to make it a haven for service users and staff, improving mental wellbeing and resilience, impacted by the pressures of the pandemic.

# WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

### 20 Restricted funds

(Continued)

#### **NORTH WARWICKSHIRE**

##### Youth Volunteering

Funds set aside to sustain continuation of project.

##### 3 Villages Youth project

Funding to support running costs of Targeted Youth Support Service.

##### Ex Mining Villages Partnership

WCC funding for the youth clubs in North Warwickshire.

##### Big Local Arley/Ansley Plan 2018

Funds held as locally trusted organisation on behalf of the partnership for Arley and Ansley as a Big Local area to deliver a local resident-led programme for improvement.

#### **STRATFORD UPON AVON**

##### Development Worker

The provision of a Development Officer to identify and secure funding opportunities that will enhance and support the Voluntary and Community sector within the Stratford-on-Avon district. This will focus on supporting older people and empower communities to harness local resources and expertise to help themselves.

#### **SOLIHULL**

##### Volunteer Coordinator

Employ a volunteer co-ordinator to: ensure effective implementation of Volunteer Connect; support volunteer based organisations to access and manage a volunteer workforce; share volunteer management good practice with groups thereby ensuring that volunteers in Solihull have a positive and safe experience whilst volunteering; be a point of contact for groups and those wishing to volunteer and will promote volunteering across Solihull communities in conjunction with the SMBC Community Development Team.

# WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

(Continued)

### 20 Restricted funds

#### OTHER LOCAL FUNDS

Small funds held and distributed in the relevant locality as required by the donor.

### 21 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2020 £	Movement in funds			Transfers £	Balance at 1 April 2021 £	Movement in funds			Transfers £	Balance at 31 March 2022 £
		Incoming resources £	Resources expended £				Incoming resources £	Resources expended £			
Nuneaton - Newtown Centre	24,548	-	-	-	-	24,548	-	-	-	-	24,548
	24,548	-	-	-	-	24,548	-	-	-	-	24,548

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2022**

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# WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

### 23 Operating lease commitments

At the reporting end date the Charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2022 £	2021 £
Within one year	12,974	13,452
Between two and five years	6,036	7,763
In over five years	729	750
	<u>19,739</u>	<u>21,965</u>

### 24 Related party transactions

#### Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2022 £	2021 £
Aggregate compensation	<u>63,563</u>	<u>64,134</u>

### 25 Cash generated from operations

	2022 £	2021 £
(Deficit)/surplus for the year	(127,055)	76,164
Adjustments for:		
Investment Income recognised in statement of financial activities	(464)	(460)
Fair value gains and losses on investments	(772)	(1,160)
Depreciation and impairment of tangible fixed assets	13,916	13,916
Movements in working capital:		
(Increase)/decrease in debtors	(141,312)	42,878
Increase/(decrease) in creditors	94,300	(66,313)
Increase in deferred income	34,737	3,695
<b>Cash (absorbed by)/generated from operations</b>	<u>(126,650)</u>	<u>68,720</u>

# **WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION**

## **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

***FOR THE YEAR ENDED 31 MARCH 2022***

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### **26 Analysis of changes in net funds**

The Charity had no debt during the year.