

Charity registration number 1131610 (England and Wales)

Company registration number 06922401

ADUR VOLUNTARY ACTION
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

ADUR VOLUNTARY ACTION

LEGAL AND ADMINISTRATIVE INFORMATION

| | | |
|------------------------------------|---|------------------------|
| Trustees | Valerie Joy Garland Adrienne Lowe Trevor Bignell David Richardson Sally Clark | (Appointed 1 May 2024) |
| Charity number (England and Wales) | 1131610 | |
| Company number | 06922401 | |
| Registered office | 11 Station Parade Lancing West Sussex BN15 8AA | |
| Independent examiner | Darren Harding ACA FCCA DChA Richard Place Dobson Services Limited 1-7 Station Road Crawley West Sussex RH10 1HT | |

ADUR VOLUNTARY ACTION

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ADUR VOLUNTARY ACTION

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2025

The trustees present their annual report and financial statements for the year ended 31 March 2025.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charitable company's Memorandum and Articles of Association, 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)".

Objectives and activities

To promote any charitable purpose for the benefit of the community in the local government district of Adur (as its boundary existed on 1 April 2009) and its neighbourhood (Hereinafter called "the area of benefit) and, in particular the advancement of education, the protection of health and the relief of poverty, distress and sickness, and in the furtherance of the said purpose, but not further or otherwise, to promote and organise cooperation in the achievement of the same and to that end to bring together in council representatives of the voluntary organisations and statutory authorities within the area of benefit.

To provide community transport services for inhabitants of Adur and its environs who are in need of a service because of age, sickness, disability, poverty, or lack of availability of adequate and safe public passenger services.

Public Benefit

The charitable company's trustees have referred to the guidance in the Charity Commission's general guidance on Public Benefit when reviewing the charitable company's aims and objectives and in planning its future activities. In particular, they have considered how planned activities will contribute to the aims and objectives they have set.

Achievements and performance

AVA continues to carry out its objectives as stated above. A full review of activities is included in the 2024/2025 annual report which can be obtained upon request.

Financial review

During the year the charitable company had net incoming resources of £6,824 (2024: £16,801) as shown on the Statement of Financial Activities on page 4 of the accounts.

Reserves policy

Reserves are that part of a charity's unrestricted funds that is freely available to spend on any of the charity's purposes. Adur Voluntary Action maintains free unrestricted reserves:

- to provide a level of working capital that protects the continuity of our core work
- to provide a level of funding for unexpected opportunities
- to provide cover for risks such as unforeseen expenditure or unanticipated loss of income.

The AVA board of trustees will review the above criteria with reference to AVA's strategy and Annual Plan and determine the target level of free reserves to meet these.

The AVA board of trustees will at times designate funds from free reserves for significant project costs or replacement of major assets.

AVA's reserve policy is to allocate 2 month's worth of running costs as unrestricted funds.

The unrestricted reserves at the year end were £7,732 (2024: £4,204).

Structure, governance and management

The charitable company is controlled by its governing document, Memorandum and Articles of Association incorporated 2nd June 2009, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2016.

ADUR VOLUNTARY ACTION

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Valerie Joy Garland

Adrienne Lowe

Jonathan Smith

(Resigned 30 May 2025)

Trevor Bignell

David Richardson

Sally Clark

(Appointed 1 May 2024)

Trustee and Director Recruitment Policy

1. AVA follows Charity Commission guidance in recruiting trustees and directors (Finding New Trustees, 2012) and adheres to its own Articles of Association.
2. For the avoidance of doubt, members of the Management Committee are directors of the Company within the meaning of the Companies Act 1985 and charity trustees within the meaning of charity law.
3. The legal procedures and conditions for eligibility, nomination, election or co-option of trustee/directors are set out in the Memorandum of Association of Adur Voluntary Action.
4. AVA seeks to maintain a Board which represents the diversity of its community of members and users, and also ensures that the Board is equipped with the range of skills and experience necessary to take responsibility for control of a charitable company. To this end, the Board regularly reviews its composition and identifies gaps in skill or representativeness that it should aim to fill. It also identifies skill gaps that can be met through training or induction.
5. Members of AVA are invited to submit nominations to the Board prior to each AGM, and the Board may also co-opt members during the year to fill any identified gaps. Current priorities are younger people, and people from a wider range of ethnic communities.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

Risk management

The trustees have a duty to identify and review the risks to which the charitable company is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

This report has been prepared in accordance with the special provisions of part 15 of Companies Act 2006 relating to small companies.

The trustees' report was approved by the Board of Trustees.



Adrienne Lowe

Trustee

Date: 2nd October 2025

ADUR VOLUNTARY ACTION

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF ADUR VOLUNTARY ACTION

I report to the trustees on my examination of the financial statements of Adur Voluntary Action (the charitable company) for the year ended 31 March 2025.

Responsibilities and basis of report

As the trustees of the charitable 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.

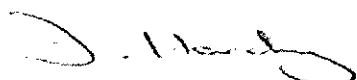
Having satisfied myself that the financial statements of the charitable company are not required to be audited under Part 16 of the Companies Act 2006 and are eligible for independent examination, I report in respect of my examination of the charitable company's financial statements carried out under section 145 of the Charities Act 2011. In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the Charities Act 2011.

Independent examiner's statement

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

- 1 accounting records were not kept in respect of the charitable company as required by section 386 of the Companies Act 2006.
- 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 Companies Act 2006 other than any requirement that the financial statements 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 financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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



Darren Harding ACA FCCA DChA
Richard Place Dobson Services Limited
Ground Floor
1-7 Station Road
Crawley
West Sussex
RH10 1HT

Dated: 7 October 2025

ADUR VOLUNTARY ACTION

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2025

| Current financial year | | Unrestricted funds 2025 £ | Restricted funds 2025 £ | Total 2025 £ | Total 2024 £ |
|---------------------------------------|-------|------------------------------------|----------------------------------|--------------------|--------------------|
| | Notes | | | | |
| Income from: | | | | | |
| Donations and legacies | 3 | 483 | 84,983 | 85,466 | 89,725 |
| <u>Charitable activities</u> | | | | | - |
| Management charges | 4 | 1,733 | - | 1,733 | - |
| Investments | 5 | 1,357 | - | 1,357 | 986 |
| Total income | | <u>3,573</u> | <u>84,983</u> | <u>88,556</u> | <u>90,711</u> |
| Expenditure on: | | | | | |
| Raising funds | 6 | - | 586 | 586 | 1,113 |
| <u>Charitable activities</u> | | | | | |
| Voluntary Action | 7 | 45 | 81,101 | 81,146 | 72,688 |
| Community Transport | 7 | - | - | - | 109 |
| Total charitable expenditure | | <u>45</u> | <u>81,101</u> | <u>81,146</u> | <u>72,797</u> |
| Total expenditure | | <u>45</u> | <u>81,687</u> | <u>81,732</u> | <u>73,910</u> |
| Net movement in funds | 9 | 3,528 | 3,296 | 6,824 | 16,801 |
| Reconciliation of funds: | | | | | |
| Fund balances at 1 April 2024 | | <u>4,204</u> | <u>45,859</u> | <u>50,063</u> | <u>33,262</u> |
| Fund balances at 31 March 2025 | | <u>7,732</u> | <u>49,155</u> | <u>56,887</u> | <u>50,063</u> |

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

ADUR VOLUNTARY ACTION

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2025

| Prior financial year | | Unrestricted funds 2024 £ | Restricted funds 2024 £ | Total 2024 £ |
|---|-------|------------------------------------|----------------------------------|--------------------|
| | Notes | | | |
| Income from: | | | | |
| Donations and legacies | 3 | 126 | 89,599 | 89,725 |
| Investments | 5 | 986 | - | 986 |
| Total income | | 1,112 | 89,599 | 90,711 |
| Expenditure on: | | | | |
| Raising funds | 6 | 580 | 533 | 1,113 |
| Voluntary Action | 7 | 169 | 72,519 | 72,688 |
| Community Transport | 7 | 109 | - | 109 |
| Total charitable expenditure | | 278 | 72,519 | 72,797 |
| Total expenditure | | 858 | 73,052 | 73,910 |
| Net income and movement in funds | | 254 | 16,547 | 16,801 |
| Reconciliation of funds: | | | | |
| Fund balances at 1 April 2023 | | 3,950 | 29,312 | 33,262 |
| Fund balances at 31 March 2024 | | 4,204 | 45,859 | 50,063 |

ADUR VOLUNTARY ACTION

BALANCE SHEET

AS AT 31 MARCH 2025

| | Notes | 2025 £ | £ | 2024 £ | £ |
|---|-------|---------------|---------------|---------------|---------------|
| Current assets | | | | | |
| Debtors | 13 | 87 | | 92 | |
| Cash at bank and in hand | | 60,473 | | 53,368 | |
| | | <u>60,560</u> | | <u>53,460</u> | |
| Creditors: amounts falling due within one year | 14 | (3,673) | | (3,397) | |
| Net current assets | | | <u>56,887</u> | | <u>50,063</u> |
| The funds of the charitable company | | | | | |
| Restricted income funds | 16 | | 49,155 | | 45,859 |
| Unrestricted funds | 17 | | 7,732 | | 4,204 |
| | | | <u>56,887</u> | | <u>50,063</u> |

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2025.

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

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

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

The financial statements were approved by the trustees on 25th September 2025

Adrienne Lowe
Adrienne Lowe
Trustee

Company registration number 06922401 (England and Wales)

ADUR VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

Charity information

Adur Voluntary Action is a charitable company limited by guarantee incorporated in England and Wales. The registered office is 11 Station Parade, Lancing, West Sussex, BN15 8AA.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charitable company's Memorandum and Articles of Association, 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 charitable company is a Public Benefit Entity as defined by FRS 102.

The charitable company has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charitable company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. 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 charitable company 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 comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

Income is recognised when the charitable company 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. Investment income, which includes interest receivable is included in the Statement of Financial Activities in the year in which it is receivable.

Incoming resources from charitable activities, which is made up from meeting room hire, photocopying charges, ACT Vehicle Hire and is recognised in the accounts in the year in which it is receivable.

Other incoming resources includes office and desk lettings, internal management charges and miscellaneous income is shown in the Statement of Financial Activities when the charitable company becomes entitled to the resource.

ADUR VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

(Continued)

Cash donations are recognised on receipt. Other donations are recognised once the charitable company has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Revenue grants are recognised in full in the Statement of Financial Activities on the earlier of when they are received or when they are receivable, unless they relate to a specific future period, in which case they are deferred to that period.

Grants for capital purchases are credited to restricted income when received. Depreciation of fixed assets purchased with such grants is charged against the restricted fund, or against a designated equipment fund, where acquisition of the asset has satisfied the donor's intentions. Where a fixed asset is donated to the charity for its own use, it is treated in a similar way to a restricted grant.

1.5 Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charitable company to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category.

All costs directly attributed to particular charitable activities are allocated to that activity. Support costs include management and IT costs which support the main charitable activities but are not directly attributable to a particular activity.

Charitable activities comprises those costs incurred by the charitable company in the delivery of its activities and services for its beneficiaries.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charitable company and include the independent examination fees, accountancy fees and other legal and professional costs.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

Allocation and apportionment of costs

Support costs are allocated to charitable activities based on what activity they relate to, each of the activities is run and accounted for separately so as costs are incurred they are allocated.

It has been decided by the Trustees that only items of a value of £1,000 and over will be capitalised.

1.6 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, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.7 Financial instruments

The charitable company only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

1.8 Taxation

The charitable company is exempt from corporation tax on its charitable activities.

ADUR VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

(Continued)

1.9 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charitable company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.10 Retirement benefits

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

1.11 Debtors

Other debtors are recognised at the settlement amount due.

1.12 Creditors

Creditors are recognised where the charitable company 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 discounts due.

2 Critical accounting estimates and judgements

In the application of the charitable company'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.

There were no significant judgement and accounting estimates included in the accounts during the financial year.

3 Income from donations and legacies

| | Unrestricted funds 2025 £ | Restricted funds 2025 £ | Total 2025 £ | Unrestricted funds 2024 £ | Restricted funds 2024 £ | Total 2024 £ |
|---------------------|------------------------------------|----------------------------------|--------------------|------------------------------------|----------------------------------|--------------------|
| Donations and gifts | 483 | 262 | 745 | 126 | - | 126 |
| Grants | - | 84,721 | 84,721 | - | 89,599 | 89,599 |
| | <u>483</u> | <u>84,983</u> | <u>85,466</u> | <u>126</u> | <u>89,599</u> | <u>89,725</u> |

ADUR VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

3 Income from donations and legacies

(Continued)

| | Unrestricted funds 2025 £ | Restricted funds 2025 £ | Total 2025 £ | Unrestricted funds 2024 £ | Restricted funds 2024 £ | Total 2024 £ |
|----------------------------|------------------------------------|----------------------------------|--------------------|------------------------------------|----------------------------------|--------------------|
| Grants | | | | | | |
| National Lottery | - | 69,600 | 69,600 | - | 69,600 | 69,600 |
| Pumpkin Fest | - | 800 | 800 | - | - | - |
| Repair Cafe | - | 1,484 | 1,484 | - | 5,000 | 5,000 |
| HMRC JRS Grant | - | 4,000 | 4,000 | - | - | - |
| National lottery | - | 7,000 | 7,000 | - | - | - |
| Claricon Digital Inclusion | - | 1,837 | 1,837 | - | 4,999 | 4,999 |
| SCF 10k | - | - | - | - | 10,000 | 10,000 |
| | - | 84,721 | 84,721 | - | 89,599 | 89,599 |

4 Income from charitable activities

| | Unrestricted funds 2025 £ | Unrestricted funds 2024 £ |
|---------------------------|------------------------------------|------------------------------------|
| Management charges | | |
| Other income | 1,733 | - |

5 Income from investments

| | Unrestricted funds 2025 £ | Unrestricted funds 2024 £ |
|---------------------|------------------------------------|------------------------------------|
| Interest receivable | 1,357 | 986 |

6 Expenditure on raising funds

| | Unrestricted funds 2025 £ | Restricted funds 2025 £ | Total 2025 £ | Unrestricted funds 2024 £ | Restricted funds 2024 £ | Total 2024 £ |
|----------------------------------|------------------------------------|----------------------------------|--------------------|------------------------------------|----------------------------------|--------------------|
| Fundraising and publicity | | | | | | |
| Advertising | - | 586 | 586 | 580 | 533 | 1,113 |

ADUR VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

7 Expenditure on charitable activities

| | Voluntary Action 2025 £ | Voluntary Action 2024 £ | Community Transport 2024 £ | Total 2024 £ |
|---|----------------------------------|----------------------------------|-------------------------------------|--------------------|
| Direct costs | | | | |
| Staff costs | 65,816 | 57,672 | - | 57,672 |
| Insurance | 859 | 275 | - | 275 |
| Vehicle running costs | - | - | 109 | 109 |
| Training courses | 191 | 584 | - | 584 |
| Staff and Volunteers expense | 217 | 22 | - | 22 |
| Hospitality | 1,024 | 120 | - | 120 |
| Subscriptions | 298 | 95 | - | 95 |
| Legal and professional | 798 | 511 | - | 511 |
| | <u>69,203</u> | <u>59,279</u> | <u>109</u> | <u>59,388</u> |
| Share of support and governance costs (see note 8) | | | | |
| Support | 9,275 | 7,978 | - | 7,978 |
| Governance | 2,668 | 5,431 | - | 5,431 |
| | <u>81,146</u> | <u>72,688</u> | <u>109</u> | <u>72,797</u> |
| Analysis by fund | | | | |
| Unrestricted funds - general | 45 | 169 | 109 | 278 |
| Restricted funds | 81,101 | 72,519 | - | 72,519 |
| | <u>81,146</u> | <u>72,688</u> | <u>109</u> | <u>72,797</u> |

8 Support costs allocated to activities

| | 2025 £ | 2024 £ |
|--------------------------------------|---------------|---------------|
| IT and office equipment | 1,581 | 2,974 |
| Telephone | 1,475 | 1,467 |
| Photocopying, postage and stationery | 1,295 | 1,358 |
| Premises cost | 4,924 | 2,179 |
| Governance costs | 2,668 | 5,431 |
| | <u>11,943</u> | <u>13,409</u> |
| Analysed between: | | |
| Voluntary Action | <u>11,943</u> | <u>13,409</u> |

ADUR VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

| | | | |
|----|--|--------------|--------------|
| 8 | Support costs allocated to activities | (Continued) | |
| | | 2025 | 2024 |
| | Governance costs comprise: | £ | £ |
| | Independent examination | 2,608 | 3,414 |
| | Legal and professional | - | 1,957 |
| | Bank charges | 60 | 60 |
| | | <u>2,668</u> | <u>5,431</u> |
| 9 | Net movement in funds | 2025 | 2024 |
| | | £ | £ |
| | The net movement in funds is stated after charging/(crediting): | | |
| | Fees payable for the independent examination of the charity's financial statements | <u>2,608</u> | <u>3,414</u> |
| 10 | Trustees | | |
| | None of the trustees (or any persons connected with them) received any remuneration or benefits from the charitable company during the year. | | |
| | Trustees' expenses | | |
| | There were no trustees' expenses paid for the year ended 31 March 2025 nor for the year ended 31 March 2024. | | |
| 11 | Employees | | |
| | The average monthly number of employees during the year was: | | |
| | | 2025 | 2024 |
| | | Number | Number |
| | Permanent staff members | 3 | 4 |

ADUR VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

11 Employees

(Continued)

| Employment costs | 2025 £ | 2024 £ |
|-----------------------|---------------|---------------|
| Wages and salaries | 52,818 | 56,222 |
| Social security costs | 8,701 | - |
| Other pension costs | 4,297 | 1,450 |
| | <u>65,816</u> | <u>57,672</u> |

Key management personnel

The trustees consider two members of staff to be key management personnel. The total employment benefits of key management personnel were £ 36,143 (2024: £48,231).

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

12 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

13 Debtors

| | 2025 £ | 2024 £ |
|--------------------------------------|-----------|-----------|
| Amounts falling due within one year: | | |
| Prepayments and accrued income | <u>87</u> | <u>92</u> |

14 Creditors: amounts falling due within one year

| | 2025 £ | 2024 £ |
|------------------------------------|--------------|--------------|
| Other taxation and social security | 1,033 | 641 |
| Trade creditors | - | 84 |
| Accruals | <u>2,640</u> | <u>2,672</u> |
| | <u>3,673</u> | <u>3,397</u> |

15 Retirement benefit schemes

| Defined contribution schemes | 2025 £ | 2024 £ |
|---|--------------|--------------|
| Charge to profit or loss in respect of defined contribution schemes | <u>4,297</u> | <u>1,450</u> |

The charitable company operates a defined contribution pension scheme for all qualifying employees.

ADUR VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

16 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

| | At 1 April 2024 | Incoming resources | Resources expended | At 31 March 2025 |
|---------------------------|-----------------|--------------------|--------------------|------------------|
| | £ | £ | £ | £ |
| National Lottery | 35,208 | 69,600 | (65,128) | 39,680 |
| NAVCA | 3,988 | - | - | 3,988 |
| SCF 10k Laptop salary | 4,448 | - | (4,448) | - |
| Clarion Digital Inclusion | 2,215 | 1,837 | (2,864) | 1,188 |
| Pumpkin Fest | - | 800 | (694) | 106 |
| Repair café | - | 1,746 | (884) | 862 |
| SCF Connecting Comms £4K | - | 4,000 | (1,947) | 2,053 |
| Sx Police Flood Report | - | 7,000 | (5,722) | 1,278 |
| | <u>45,859</u> | <u>84,983</u> | <u>(81,687)</u> | <u>49,155</u> |
| | | | | |
| Previous year: | At 1 April 2023 | Incoming resources | Resources expended | At 31 March 2024 |
| | £ | £ | £ | £ |
| National Lottery | 24,708 | 69,600 | (59,100) | 35,208 |
| NAVCA | 4,604 | 5,000 | (5,617) | 3,987 |
| SCF 10k Laptop salary | - | 10,000 | (5,460) | 4,540 |
| Clarion Digital Inclusion | - | 4,999 | (2,875) | 2,124 |
| | <u>29,312</u> | <u>89,599</u> | <u>(73,052)</u> | <u>45,859</u> |

National Lottery:

Funding received from a RC London and South East Region application for National Lottery Funding. The funding this goes towards is to grow and develop to local VCSE in Adur by increasing engagement, volunteers, networking and utilising new spaces. The fund is to support charities within gaining and keeping volunteers, good governance and monitoring, and policy construction and funding support. Overall a donation towards growth and ability to sustain the charity.

National Association of Voluntary and Community Action:

NAVCA funded AVA to lead a project to bring together a West Sussex wide network of organisations and projects supporting Ukrainian friends in the County. This project was funded for 1 year during 2023 and led to the creation of a vibrant network of support organisations who were able to influence improvement in service delivery based on local knowledge and data gathered by support organisations. The network has now become self-managing and continues to meet.

ADUR VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

16 Restricted funds

(Continued)

Sussex Community Foundation:

Our grant from SCF supported AVA's core work for one year up to the end of May 2024. This included a contribution toward salaries, a contribution toward setting-up and furnishing out new Lancing premises. Through this fund, we were also able to pay for subscriptions and services such as our Volunteer Plus database, which is central to our Volunteer Centre work, Website hosting and our membership to NAVCA - our infrastructure umbrella organisation which supports AVA in our work. We were able to provide a much needed new laptop for a member of staff and repair a broken one. The grant also helped us to organise a strategy day for Trustees and Staff to look at our forward plan, SWOT analysis and agree our new Vision, Mission and Values and also be clearer on communicating our work to others. It also allowed us to pay volunteer expenses. Volunteers for our core work were crucial in supporting AVA in setting up our new Lancing premises.

Digital Inclusion:

AVA was funded during the year 23/24 by Clarion Futures to deliver the Digital Essentials project. This project started in November 2023 and will continue until July 2024. AVA recruited 6 Digital Champion volunteers and invited local people to participate in the fortnightly sessions. The sessions used the Good Things Foundation course, 'Learn My Way' as a foundation and the Digital Champions were able to support learner 121 to navigate the course. They were also able to support people with individual digital literacy needs as presented.

Pumpkin Fest

This was an event funded by Hubbub and run in partnership with Lancing Parish Council. It was designed to encourage people to eat and recycle their pumpkins as opposed to sending them to landfill. At the event, there was a buffet showcasing pumpkin recipes and all attendees were given a copy of all recipes and also a leaflet on how to dispose of pumpkins in an environmentally friendly way including composting, creating bird feeders and turning them into planters. As well as the food provided, there were also games, crafts and face painting. Tickets sold out for the event within a day and all the community feedback about the day was extremely positive.

Repair Cafe

In 2024 we set up a Lancing Branch of the Repair Cafe to encourage people to repair items rather than sending them to landfill. This was, in part, funded by a grant from Lancing Parish Council and Match My Project also matched us with a business who funded us to purchase some of the tools for the sessions.

The Repair Cafe runs every 3rd Saturday of the month and members of the community bring in broken household items and our volunteer fixers repair these and also teach people how to fix their own items. We also provide free refreshments at the cafe sessions and there is a lovely community feel to them.

SCF Connecting Comms £4k

The aim of this grant was to improve our reach, support and information. We wanted to improve and increase our reach via our communications, including newsletters, website, social and printed media (which is essential when trying to reach digitally excluded members of the community). This grant allowed us to create a post for a dedicated communications specialist to provide a greater range and amount of information and increase our reach across Adur.

Sussex Resilience Forum (Police)

This grant funded a project around emergency responses to flooding and the role of the community and voluntary sector in these responses.

Work for this project included:

Researching areas in Adur that were at risk of the various types of flooding

Looking at current strategies for planning and implementing emergency plans

Looking at groups of people who are at risk of being more impacted by flooding emergencies and also people who might "fall through the net" when it comes to statutory vulnerable lists.

We then mapped local community groups, charities and voluntary organisations in the Adur and created a data base of these organisation and who they work with.

From this point we created a report for the Sussex Resilience Forum about how they could work with local groups and organisations in terms of planning and implementing these emergency responses as these groups have a wealth of valuable knowledge and experience which could ensure greater inclusivity in both the planning and delivery of emergency responses to flood and the role of the sector in recovery from flooding emergencies.

ADUR VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

17 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

| | At 1 April 2024 | Incoming resources | Resources expended | At 31 March 2025 |
|----------------|-------------------|--------------------|--------------------|-------------------|
| | £ | £ | £ | £ |
| General funds | 4,204 | 3,573 | (45) | 7,732 |
| | <u> </u> | <u> </u> | <u> </u> | <u> </u> |
| Previous year: | At 1 April 2023 | Incoming resources | Resources expended | At 31 March 2024 |
| | £ | £ | £ | £ |
| General funds | 3,950 | 1,112 | (858) | 4,204 |
| | <u> </u> | <u> </u> | <u> </u> | <u> </u> |

The designated 'Contingency Fund' has been set aside to cover independent examiner and staff redundancy costs in the event of Adur Voluntary Action winding up.

18 Analysis of net assets between funds

| | Unrestricted funds | Restricted funds | Total |
|--|--------------------|-------------------|-------------------|
| | 2025 | 2025 | 2025 |
| | £ | £ | £ |
| Fund balances at 31 March 2025 are represented by: | | | |
| Current assets/(liabilities) | 7,732 | 49,155 | 56,887 |
| | <u> </u> | <u> </u> | <u> </u> |
| | 7,732 | 49,155 | 56,887 |
| | <u> </u> | <u> </u> | <u> </u> |
| | Unrestricted funds | Restricted funds | Total |
| | 2024 | 2024 | 2024 |
| | £ | £ | £ |
| Fund balances at 31 March 2024 are represented by: | | | |
| Current assets/(liabilities) | 4,204 | 45,859 | 50,063 |
| | <u> </u> | <u> </u> | <u> </u> |
| | 4,204 | 45,859 | 50,063 |
| | <u> </u> | <u> </u> | <u> </u> |

19 Related party transactions

There were no disclosable related party transactions during the year (2024 - none).