

ACTION EAST DEVON LTD

England & Wales · Charity number 1134611

Details

Other names	EAST DEVON VOLUNTEER SUPPORT AGENCY, EDVSA
Status	Registered
Legal form	Charitable company
Company number	07035905
Registered	2010-03-02
Register	View on the Charity Commission register

Contact

Address	The Station Youth Centre Mill Street EX11 1AH
Phone	01404549045
Email	info@actioneastdevon.org.uk
Website	www.actioneastdevon.org.uk

Activities

Objects: THE PRECISE WORDING USED IS AS BELOW:3.1 TO PROMOTE ANY CHARITABLE PURPOSES FOR THE BENEFIT OF THE COMMUNITY PRIMARILY BUT NOT EXCLUSIVELY IN EAST DEVON (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 AND3.2 TO PROMOTE AND ORGANISE CO-OPERATION IN THE ACHIEVEMENT OF THE ABOVE PURPOSES AND TO THAT END TO BRING TOGETHER IN COUNCIL REPRESENTATIVES OF THE VOLUNTARY ORGANISATIONS AND STATUTORY AUTHORITIES WITHIN THE AREA OF BENEFIT.

Activities: Action East Devon is a local service delivery charity that develops services which improve mental-health, wellbeing and connectivity. We do this by working with people, groups and communities to deliver projects which are based on real need and deliver real change.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information, Other Charitable Activities
- **What:** General Charitable Purposes, Education/training, Economic/community Development/employment, Other Charitable Purposes
- **Who:** Children/young People, Elderly/old People, Other Charities Or Voluntary Bodies, Other Defined Groups, The General Public/mankind

Geography

- **Area of benefit:** EAST DEVON
- Devon

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£207,455	£131,101	-	-
2024-03-31	£102,233	£159,962	-	-
2023-03-31	£114,419	£185,783	-	-
2022-03-31	£138,385	£222,562	-	-
2021-03-31	£198,680	£226,663	-	-

Trustees

Name	Role	Appointed
Christopher Botham	Chair	2015-05-05
Fiona Anderson		2022-09-14
Graham Clifford Fice		2017-10-31
Judith O'Neill		2023-11-06

ACTION EAST DEVON LTD

England & Wales - Charity number 1134611

Accounts

Action East Devon Ltd

Annual Report

Year ended 31st March 2025



Action East Devon Ltd is a Company Limited by Guarantee registered in England (number 07035905) and registered as a charity in England and Wales (number 1134611).
Registered office: The Station Youth Centre, Mill Street, Ottery St Mary, EX11 1AH

Action East Devon Ltd
Year Ended 31 March 2025

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Action East Devon Ltd

Trustees Report

Year Ended 31 March 2025

Statement from the Chair

The year to March 2025 has been an important one of consolidation and growth for Action East Devon. Renewed three-year grants from the National Lottery Reaching Communities Fund and Children in Need helped us stabilise our finances. We spent time consulting widely to shape our future strategy and closed the year with a meeting of trustees, staff, volunteers and former service users to redefine our vision and set out the way forward.

The mental health crisis among young people has reached epidemic proportions. In 2023, the NHS estimated that one in five children and young people aged eight to 25 in England were likely to have a diagnosable mental health disorder — the highest rate ever recorded. Anxiety, depression, self-harm, and eating disorders have all risen sharply since the pandemic, and the trend continues upward. Nationally, referrals to Child and Adolescent Mental Health Services (CAMHS) have more than doubled since 2017, with NHS England recording over 1.4 million open or new referrals in 2023–24. Yet many young people still face long waits for treatment and support.

In Devon, this national crisis is magnified by geography and resource pressures. The county now records the longest average NHS waiting time in England — over 200 days — for a young person to access mental health support.

We are very clear that our biggest impact on young people's mental health is through our Headlight community-based peer support groups, and this is what young people have told us they want. We started our successful School Mentoring Service during COVID and we are very grateful to the Honiton League of Friends and Sid Valley for their valued support for that work. But with the introduction of NHS mental health support teams working in East Devon schools, the best way we can support young people is to focus on building up our Headlight groups.

Our newest group in Seaton celebrated its first birthday in August 2024 and continues to thrive. We are opening up our existing groups to 11- and 12-year-olds and have now started development work to open new groups in 2026 in Honiton and Sidmouth, where we build on our excellent relationship with the secondary schools.

I want to pay tribute to our staff and volunteers who do such great work with the young people we support and without whom we would not be as impactful as we are. They are so dedicated, and we are proud to have celebrated two members of staff's anniversary of 5 years' service with us and one volunteer who has clocked up ten years. Our Charity Manager has been brilliant, particularly in developing robust reporting and impact measures, and worked hard to get our work better known and understood in East Devon's communities. We are lucky to have her with us, and she has been a constant that we have all benefited from. I must also thank our Finance Manager, whose expertise has been crucial to maintaining our focus on where fundraising is most needed. We are grateful to Orchard Fundraising who provided pro bono support to help us reshape our strategy and secure funding. We are now working with them on a formal basis.

In 2024-25, we held 200 peer support group sessions, provided 326 hours of one-to-one sessions, and helped 90 young people. And we have a waiting list for referrals. Some young people spend a few weeks with us; others attend for a year or more, according to their needs, which are regularly assessed by our staff in consultation with their parents. Our more open-ended approach offers benefits not achievable in the short six-week interventions offered by CAMHS. Feedback from our young people shows that 95% feel their overall mental health has improved and 90% feel their confidence has increased. Young people have progressed from our groups to go to university, get jobs, and start apprenticeships.

Katie (name changed) has just left our peer support group to go to university. She got six weeks of NHS therapy after a long wait, but panic attacks continued to disrupt her daily life. She said she felt more comfortable coming to Headlight peer support sessions where she could share her feelings in a safe space, learn about the triggers for her anxiety, and make new friends. She says Headlight has given her the 'tools to survive anything'.

Statement from the Chair (continued)

James (name changed) was told he'd have to wait 2 and a half years for a CAMHS appointment. He joined Headlight for eight sessions until he secured a place in a specialist school. His father said: "thank you for making our son so welcome, he enjoyed your gentle care approach. You should be proud of the work you do".



Another parent said: "I can't praise your work enough. Since my daughter joined the Headlight group, she engages much better at school, and I see a real difference at home".

We are especially proud of a photography project the young people worked on this spring with Exeter-based photographer Theo Moya to create self-portraits showing how they feel about their mental health challenges. Project (in)visible has been stunningly successful not only in empowering the young people to express themselves in a whole new way, but also in the opportunity to raise public awareness of the difficulties young people face. It's an example of how, through our Youth Voice programme, we look for ways to enable young people to feel heard and seen.

One young woman from our Axminster group said: "it was definitely the biggest, most powerful, and the most meaningful thing that I've done to express my side of mental health". The photos are currently on tour in East Devon libraries and our [website](#).

Statement from the Chair (continued)

We said goodbye during the year to Trustee Megan Armstrong but otherwise the Board has seen no changes, and this consistency has benefited the strength of our decision making. When we reflected last year on our structure, we envisaged that Trustees would need to take an active role in supporting our charity and, throughout the year, this has been very much in evidence with individual Trustees leading on fundraising, HR, and governance issues. Attendance at events such as local fairs provides a great opportunity to promote our work, as does attendance at, for example, local council meetings. I am very grateful for all the work Trustees carry out.

We are partway through our 3-year strategy, and it is exciting to see our plans turn into reality so we can support more young people to overcome their mental health challenges.

Chris Botham
Chair of the Board of Trustees

Action East Devon Ltd

Trustees' Report (continued)

Year Ended 31 March 2025

The Board of Trustees presents the report and financial statements for Action East Devon, for the year ending 31 March 2025, which are also prepared to meet the requirements for a Director's Report and Financial Statements for the purposes of the Companies Act.

Action East Devon is a company limited by guarantee and a registered charity.

The Financial Statements comply with the Charities Act 2011 (and any subsequent amendments), with the Companies Act 2006, with the Memorandum and Articles of Association of the charitable company, and with the Statement of Recommended Practice (SORP) for charities preparing their Financial Statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

Objectives and Activities

Action East Devon is an independent charitable body and company limited by guarantee incorporated in 2009. The Memorandum and Articles of Association set out the governance structures and aims of the organisation.

Trustees are volunteers from the community and act as Directors for the purposes of company law. Trustees are reimbursed expenses, but do not receive any remuneration. The governance of the charity pays due regard to the rules, regulations and good practice recommendations from the Charity Commission; and, where appropriate, to the UK Corporate Governance Code. The Trustees have also considered an assessment of practice against the Charity Governance Code for smaller charities.

The Board of Trustees ensures that all work of the organisation accords with the Objects of the charity:

- The promotion of any charitable purposes for the benefit of the community, principally but not exclusively East Devon, the charitable purposes being the advancement of education, the protection of health, and the relief of poverty, distress and sickness
- To promote and organise co-operation in achievement of the above purposes

The Trustees also ensure that public benefit is provided through the delivery of outreach projects and services which directly meet the needs of the most vulnerable people in our society, enabling them to achieve a range of health and wellbeing outcomes.

The Trustees confirm that they have had due regard to the Charity Commission's guidance on public benefit when reviewing the charity's aims and objectives, in planning future activities and in setting policy for the year.

The charity's outreach projects and services are delivered in local communities where there is a need and are free to ensure maximum accessibility to those in need. The following sections outline our work, achievements and challenges during 2024/25.

Achievements and Performance

Projects and services

Action East Devon's 2024/25 was very much a period of consolidation following previous periods of significant change. That is not to say that there was no change, but there was certainly a reduction in its scale.

Action East Devon is very aware of the increasing number of children and young people who access mental health services. According to NHS England, there was a 6% increase in children and young people in Devon waiting for a first contact from mental health services between May 2024 (9,935) and May 2025 (10,565). Furthermore, the average waiting time during this period increased from 339 days to 383 days. Surveys point to worsening mental health and suicide attempts while waiting for support.

There is national concern about children and young people's mental health issues now impacting school attendance. Data from NHS Digital indicates a significant link between poor mental health and reduced school attendance, with a two-way effect where mental ill health increases absence and absence can worsen mental wellbeing. Children and young people with probable mental health disorders are significantly more likely to be absent and have less positive school experiences compared to their peers without such disorders.

We firmly believe our work is vital in:

- addressing local concerns about children and young people's mental health
- reducing some of the pressures on the statutory services through our early intervention and are in some cases better suited to the wishes and needs of children and young people
- having a positive impact on the future lives of children and young people in East Devon

We are so grateful for the support we have had from Orchard Fundraising, which has been key in securing the funding needed for our work. Bids to the National Lottery's Reaching Communities Fund and Children in Need were successful and provided funding assurance for three years. Moreover, these investments have transformed our ability to operate strategically, rather than reactively, in response to the growing need for youth mental health support.

Project (in)visible, which began in the Spring, saw the vast majority of our young people taking part in the project. Each of the 4 groups held a "Reveal" evening for the artist, staff, volunteers, young people and their parents to experience the images, together for the first time. The events enabled the young people to have open and honest conversations with their families about their experience of mental health. One of the impacts of the project has been the travelling exhibition across venues (mainly libraries) in East Devon, which has enabled us to engage wider with communities, including those where we don't currently operate, throughout the year. Comments have been overwhelmingly positive:

"Very powerful and sympathetic images which highlight the problems of these dear people"

"Bold, witty, brave and truthful, love it"

"Brave and refreshing!"

We were fortunate in having local dignitaries experience and/or open the exhibitions, including Richard Foord MP, Councillors Jill Farrow, Vicky Johns and Lucy Wakefield (Axminster Town Council Mayor, Ottery Town Council Mayor and Honiton Town council deputy Mayor respectively), and Alex Kittow, CEO of Libraries Unlimited.

Training has been an important part of our activities, and we have upskilled staff, volunteers and Trustees through internal safeguarding training and also held youth work training on eating disorders and peer support group work in conjunction with Recovery Devon.

Achievements and Performance (continued)

Projects and services (continued)

We are proud that we deliver our services free of charge. We understand the financial implications of not charging, or even asking for contributions towards our costs, and gave both much consideration. However, we are very conscious that several of our service users come from disadvantaged backgrounds, and we are mindful of the public benefit accruing from a free service. An important consideration was that one of our key tenets is that we are open to all and do not discriminate. The mechanics of charging concerned us, particularly when we considered how we might ask for contributions towards the cost of the food supplied at each session.

We are mindful of our environmental responsibilities. Providing a service local to our young people makes the service reachable and minimises the impact of travelling. Whilst we recognise the benefits of face-to-face board meetings, we operate a hybrid model whereby Trustees either partly or, particularly for ad hoc meetings, wholly attend remotely. We have also minimised our paper usage and operate in an increasingly digital way.

Headlight

Headlight, our peer support group work supplemented by 1-2-1 mentoring work where requested, remains Action East Devon's principal service which we deliver in Axminster, Ottery St Mary and Seaton. Following the successful trial in Seaton of extending our service to young people aged 11 and up, we have extended our reach in Axminster and Ottery.

We continue to see young people presenting a wide range of challenges; anxiety and depression are common, though other disorders are on the rise. The increase in neuro-divergent young people (mainly autism) has been particularly noticeable and can be challenging from both a resource impact and group dynamics, with staff estimating 70-90% attendance. It is also clear that the effects of Covid lockdowns continue to be felt. In 2023 (the most recent report), the NHS estimated that one in five children and young people in England aged eight to 25 were likely to have a mental health disorder.

School Mentoring Services

Funding challenges and priorities required us to consider how we could best support our young people, and taking into account the young people's views that they wanted community-led peer support groups it was clear that we should cease our School Mentoring Service. We staged our exits, Axe Valley College at the end of December 2024, and Honiton and Sidmouth Community Colleges at the end of May and July 2025 respectively. We are extremely grateful to the Honiton League of Friends, Sid Valley Help and other Sidmouth organisations for their valued support.

The future

Progress on our 2024 – 2027 strategy is going well. Our first year has built on our existing Headlight service and laying the foundations for our expansion plans in Honiton and Sidmouth.

We engaged a consultant to carry out the groundwork for these plans whilst we recruited an Outreach, Development and Marketing manager. This paid dividends as the successful candidate, engaged on a twelve-month fixed contract, has hit the ground running. We have benefitted two-fold as we will use the expertise and insight gained from the consultant in strategic meetings being planned for 2026. Discussions with Honiton and Sidmouth Town Councils, who are both very supportive of our plans, have confirmed our research findings about need and we are identifying appropriate locations in which to run the new groups. We expect to trial the new groups in Spring 2026 with a view to full operation in late Summer 2026. To support this, we will be recruiting Wellbeing Workers and volunteers in both locations and are delighted that both staff and volunteers have expressed interest in these opportunities.

We are actively seeking additional Trustees; one potential candidate is an ex-service user who is very keen to develop Youth Voice. She will bring a wider perspective to the Board and enhance the range of our Trustee experience.

Action East Devon Ltd
Trustees' Report (continued)
Year Ended 31 March 2025

Financial Review

Total income for the year was £211,204, including in-kind support from Orchard Fundraising in the sum of £3,749. £190,655 of this income was restricted. There was an unrestricted deficit of £433 and a restricted surplus of £76,787 for the year, before transfers, giving an overall surplus of £76,354.

Total funds carried forward, after transfers, were £144,361 of which £102,064 was restricted. These restricted funds relate to grant monies paid in advance for project delivery during 2025/26.

Reserves Policy

Current Designated Funds are intended to cover funding shortfalls for projects that are central to the charity's objectives. This fund now stands at £4,391, all of which is available for use in 2025/26.

In addition to these designated funds, the charity holds £37,701 in free reserves (excluding the value of fixed assets), which the Trustees consider to be an appropriate level to provide for a controlled close of the charity, should this need arise.

The Reserves policy is kept under active review and so the target reserves figure is likely to change over time.

Structure, Management and Governance

Governing Document

Action East Devon Limited was incorporated on 1 October 2009 (company number 07035905), became a registered charity on 2 March (charity number 1134611), and commenced activities on 1 April 2010. The new company took over from the former charitable company, East Devon Voluntary Support Agency, and all assets were transferred to the incorporated charity. The Trustees are also Directors for the purposes of company law.

The Memorandum and Articles of Association of Action East Devon set out governance structures and aims of the organisation. They describe the operating framework, detailing the Objects, Powers, Membership and Honorary Officers, and outline the protocols for the operation of the Board of Trustees and the Annual General Meeting. The Memorandum and Articles of Association provide information and guidance to ensure that the Trustees are fulfilling their obligations under company and charity law, ensuring that the organisation is accountable and transparent to those it serves.

Trustee Recruitment, Induction and Training

Action East Devon continually reviews the composition of its Board of Trustees to ensure members' skills meet the needs of the organisation given the change in emphasis in Trustee activity, service users and the local community.

Potential Trustees are interviewed and given the opportunity to observe a Board meeting before being formally invited to become a Trustee and Director. Induction provides information about Trustee and Directors' roles and responsibilities as part of a meeting with the Chair of the Board and the Charity Manager to further their understanding of the work of the organisation.

Governance

This year the Board of Trustees continued its practice adopted last year of holding bi-monthly meetings which enabled close monitoring of the financial position with the Annual General Meeting held at the end of the calendar year. As the financial position stabilised meeting frequency reverted to quarterly but is kept under close review.

The Charity Manager and Finance Manager prepare and deliver reports to the Board. Risk is kept under active review by the Trustees as are all policies.

Action East Devon Ltd
Trustees' Report (continued)
Year Ended 31 March 2025

Reference and Administrative Information

Charity Name:	Action East Devon ('Charitable Company')
Charity Registration Number:	1134611
Company Number:	07035905
Registered Office and Address:	The Station Youth Centre, Mill Street, Ottery St Mary, EX11 1AH
Telephone:	01404 549045
Website:	www.actioneastdevon.org.uk
Independent Examiner:	Neil Hitchings FCA Francis Clark LLP Centenary House Peninsula Park Rydon Lane Exeter EX2 7XE
Bankers:	CAF Bank Limited 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
Trustees	Christopher Botham (Chair) Graham Fice (Vice Chair) Fiona Anderson (Vice Chair) Dr David Leeder Megan Armstrong (resigned 3 March 2025) Judith O'Neil
Company Secretary	Graham Fice

Action East Devon Ltd

Statement of Trustees' Responsibilities

Year Ended 31 March 2025

The Trustees (who are also directors of Action East Devon) for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires Trustees 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 that period. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees 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. 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.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and was approved by the Trustees on 10 December 2025.

Signed on their behalf by

.....

Chris Botham, Chair of the Board

Action East Devon Ltd
Independent Examiner's Report to the Trustees of Action East Devon
Year Ended 31 March 2025

I report to the charity trustees on my examination of the financial statements of the Charitable Company for the year ended 31 March 2025.

Responsibilities and basis of report

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

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

Independent examiner's statement

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:

- accounting records were not kept in respect of the Charitable Company as required by section 386 of the 2006 Act; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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
- 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.

Neil Hitchings FCA
Francis Clark LLP
Chartered Accountants
Centenary House
Peninsula Park
Rydon Lane
Exeter
EX2 7XE

Date : 15 December 2025

Action East Devon Ltd
Statement of Financial Activities (Including Income & Expenditure Account)
Year Ended 31 March 2025

	Note	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds 2025 £	Total funds 2024 £
Income:						
Donations and legacies	2	16,010	-	190,655	206,665	94,747
Income from charitable activities	3	3,000	-	-	3,000	4,818
Investment income		1,539	-	-	1,539	2,668
Total income		<u>20,549</u>	<u>-</u>	<u>190,655</u>	<u>211,204</u>	<u>102,233</u>
Expenditure:						
Expenditure on charitable activities	4	(17,233)	-	(113,868)	(131,101)	(157,442)
Expenditure on raising funds		(3,749)	-	-	(3,749)	(2,520)
Total expenditure		<u>(20,982)</u>	<u>-</u>	<u>(113,868)</u>	<u>(134,850)</u>	<u>(159,962)</u>
Net (expenditure)/income		(433)	-	76,787	76,354	(57,729)
Transfers between funds		169	(9,089)	8,920	-	-
Net movement in funds		<u>(264)</u>	<u>(9,089)</u>	<u>85,707</u>	<u>76,354</u>	<u>(57,729)</u>
Funds at 31 March 2024		38,170	13,480	16,357	68,007	125,736
Funds at 31 March 2025		<u>37,906</u>	<u>4,391</u>	<u>102,064</u>	<u>144,361</u>	<u>68,007</u>

Action East Devon Ltd
Balance Sheet
Year Ended 31 March 2025

	Note	2025 £	2024 £
Fixed assets			
Tangible assets	7	<u>205</u>	<u>442</u>
		205	442
Current assets			
Debtors	8	45,766	3,356
Cash at bank and in hand		<u>106,666</u>	<u>71,429</u>
		152,432	74,785
Liabilities			
Creditors: amounts falling due within one year	9	<u>(8,276)</u>	<u>(7,220)</u>
Net current assets		<u>144,156</u>	<u>67,565</u>
Net assets		<u>144,361</u>	<u>68,007</u>
The funds of the Charity			
General funds	10	37,906	38,170
Designated funds	10	4,391	13,480
Restricted funds	11	102,064	16,357
Total funds		<u>144,361</u>	<u>68,007</u>

For the financial year ending 31 March 2025, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

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

These financial statements have been prepared and delivered in accordance with the special provisions relating to companies subject to the small companies' regime within part 15 of the Companies Act 2006.

Approved and authorised by the Board on 10 December 2025 and signed on its behalf by

.....

Chris Botham

Company Registration Number: 07035905

Action East Devon Ltd
Cash Flow Statement
Year Ended 31 March 2025

	Note	2025 £	2024 £
Cash (used in)/provided by operating activities	18	<u>33,698</u>	<u>(61,334)</u>
Cashflows from investing activities			
Dividends, interest, and rents from investment		<u>1,539</u>	<u>2,668</u>
Cash provided by/(used in) investing activities		<u>1,539</u>	<u>2,668</u>
Changes in cash and cash equivalents in the reporting period		<u>35,237</u>	<u>(58,666)</u>
Cash and cash equivalents at the beginning of the reporting period		<u>71,429</u>	<u>130,095</u>
Cash and cash equivalents at the end of the reporting period		<u>106,666</u>	<u>71,429</u>

Action East Devon Ltd
Notes to the Financial Statements
Year Ended 31 March 2025

1. Accounting Policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of preparation

The financial statements have been prepared in accordance with 'Accounting and Reporting by Charities: Statement of Recommended Practice' applicable to charities preparing their financial statements in accordance with the Charities SORP (FRS102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

The charity meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The charity is incorporated in England and Wales, details of its registered office can be found in the reference and administration section of the Trustees Report.

The Trustees have reviewed budgets and cashflow forecasts for the period to December 2026. The review noted action taken to cease services that were not fully funded, and the focus on funding applications. It also noted the engagement of Orchard Fundraising for a further 12 months. Based on this review Trustees are confident that the charity will have sufficient funds to ensure continuity of its work and have concluded that there are no material uncertainties in relation to going concern (having considered a period of at least 12 months from the date of approval of the financial statements).

The functional currency of the charity is Pounds Sterling.

b) Income

Grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance. Where income is received in advance of performance its recognition is deferred and included in creditors. Where entitlement occurs before income is received the income is accrued.

c) Expenditure

Expenditure is recognised on an accruals basis when a liability is incurred. Expenditure includes attributable VAT which cannot be recovered.

Allocation of Expenditure: Management and administration and support costs comprise all the expenditure of the Charity. The Charity does not provide direct grants for Charitable purposes.

d) Fund Accounting

General unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds are unrestricted funds which the trustees have decided to set aside for a specific purpose.

Restricted funds are funds to be used in accordance with specific restrictions imposed by the donor or which have been raised by the charity for particular purposes. Expenditure which meets the criteria specified is charged to the fund.

Action East Devon Ltd
Notes to the Financial Statements (continued)
Year Ended 31 March 2025

e) Tangible Fixed Assets and Depreciation

Fixed assets costing in excess of £250 are shown on the balance sheet at historical cost less depreciation. Depreciation is calculated at the following rates to write off the cost less residual value of each asset over its expected useful life:

Fixtures and fittings	40% Reducing Balance
Computer and office equipment	50% Reducing Balance
Project equipment	50% Reducing Balance

f) Operating Leases

Rentals applicable to operating leases where substantially all the benefits and risks of ownership remain with the lessor are charged against profits on a straight-line basis over the period of the lease.

g) Pensions

The Charity pays contributions equivalent to 5% of qualifying earnings where the staff make at least some contribution.

h) Financial Instruments

Action East Devon only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. The Charity currently holds:

- Trade debtors and trade creditors; details of these can be found in notes 8 and 9.

Action East Devon Ltd
Notes to the Financial Statements (continued)
Year Ended 31 March 2025

2. Donations and Legacies

	Total 2025 £	Total 2024 £
Albert Hunt Trust	4,000	3,000
Awards for All	19,072	-
Axminster Care	-	5,000
BBC Children in Need	15,000	-
Big Lottery	-	25,000
Devon County Council	-	1,000
Devon Community Foundation	5,000	-
DYS Space	-	4,500
E Devon District Council	-	3,510
Garfield Weston	15,000	-
Gibbons Family Trust	4,000	-
Honiton League of Friends	15,492	10,740
National Lottery Community Fund	89,766	-
Norman Family Trust	2,500	-
Northbrook Trust	-	13,500
Ottery St Mary Town Council	-	12,500
Sid Valley Help Scheme	10,000	8,333
Souter Charitable Trust	2,500	-
Sidmouth Combined Charities	2,500	-
Other Donations	21,835	7,664
	206,665	94,747

Included in the total of £206,665 (2024: £94,747) is restricted income of £190,655 (2024: £91,490). All other income is unrestricted.

Action East Devon Ltd
Notes to the Financial Statements (continued)
Year Ended 31 March 2025

3. Income from Charitable Activities

	Total 2025 £	Total 2024 £
Contract delivery	3,000	4,818
	3,000	4,818

Included in the total of £3,000 (2024: £4,818) is restricted income of £nil (2024: £nil). All other income is unrestricted.

4. Expenditure on charitable activities

	Note	Total 2025 £	Total 2024 £
Volunteer travel and expenses		15	574
Training		25	72
Direct project costs		8,010	9,552
PR, advertising and website		934	1,090
Rent and property costs		3,600	3,600
Staff travel, training and events		1,843	4,440
Stationery, telephone and office expenses		4,192	6,120
Insurances		1,143	1,168
Bank charges		76	60
Salaries, recruitment and staff welfare		107,509	127,379
Depreciation		237	444
Governance costs	5	3,517	2,943
		131,101	157,442

Included in the total of £131,101 (2024: £157,442) is expenditure on restricted funds of £113,868 (2024: £131,525). All other expenditure is unrestricted.

5. Governance costs

	2025 £	2024 £
Board expenses and recruitment	109	216
Independent examination and accountancy	3,408	2,727
	3,517	2,943

All expenditure on governance costs was unrestricted.

Action East Devon Ltd
Notes to the Financial Statements (continued)
Year Ended 31 March 2025

6. Employees

	2025	2024
	£	£
Salaries and wages	102,984	119,948
Social security costs	174	1,802
Pension contributions	2,330	2,951
	105,488	124,701

The average number of employees during the year was 6 (2024: 6) and the average number of full-time equivalents during the year was 3 (2024: 4). No employees received payment in excess of £60,000.

The key management personnel of the charity are considered to be all the members of the Operational Management Team, whose employee benefits total £30,064 (2024: £28,082). There is currently 1 member of the Operational Management Team (2024: 1).

7. Tangible Fixed Assets

	Computer and office equipment	Project equipment	Total
	£	£	£
Cost at 1 April 2024	6,587	1,162	7,749
Additions	-	-	-
Disposals	-	-	-
Cost at 31 March 2025	6,587	1,162	7,749
Depreciation at 1 April 2024	6,176	1,131	7,307
Charge for the year	206	31	237
Eliminated on disposal	-	-	-
Depreciation at 31 March 2025	6,382	1,162	7,544
At 31 March 2025	205	-	205
At 31 March 2024	411	31	442

8. Debtors

	2025	2024
	£	£
Trade debtors	-	833
Other debtors	-	1,712
Prepayments and accrued income	45,766	811
	45,766	3,356

Action East Devon Ltd
Notes to the Financial Statements (continued)
Year Ended 31 March 2025

9. Creditors: Amounts falling due within one year

	2025	2024
	£	£
Trade creditors	2,221	2,117
Accruals	4,894	3,870
Pensions and salaries	354	178
Social security costs	807	1,055
	8,276	7,220

10. Unrestricted Funds

	Funds brought forward	Income	Expenditure	Transfers	Funds as at 31 March 2025
	£	£	£	£	£
General fund	38,170	20,549	(20,982)	169	37,906
Designated fund	13,480	-	-	(9,089)	4,391
	51,650	20,549	(20,982)	(8,920)	42,297

A designated fund has been set aside to cover funding shortfalls in projects that are considered essential to the charity's objectives. The amount designated has been decreased from £13,480 to £4,391 during the year.

11. Restricted Funds

	Funds brought forward	Income	Expenditure	Transfers	Funds as at 31 March 2025
	£	£	£	£	£
Awards for All	-	19,072	(19,072)	-	-
BBC Children in Need	-	15,000	(2,500)	-	12,500
Garfield Weston	-	15,000	(10,600)	-	4,400
Headlight Mental Health	16,063	51,617	(66,399)	7,398	8,679
Training	-	200	(1,722)	1,522	-
The National Lottery	-	-	-	-	-
Community Fund	-	89,766	(13,575)	-	76,191
Youth Voice	294	-	-	-	294
	16,357	190,655	(113,868)	8,920	102,064

Action East Devon Ltd
Notes to the Financial Statements (continued)
Year Ended 31 March 2025

11. Restricted Funds (continued)

Name of Fund	Description, nature and purpose of the fund
Awards for All	A one-year grant to strengthen Headlight's peer support offer in Axminster, Seaton and Ottery St Mary.
BBC Children in Need	Supports Headlight's peer support groups for young people, helping sustain safe, inclusive spaces for emotional wellbeing.
Garfield Weston Foundation	Restricted funding for core costs, enabling AED to maintain organisational capacity while delivering community-led mental health support.
Headlight	Funds received from a range of sources, including trust funds, community groups and individuals, to provide early intervention support for young people experiencing mental health issues, and their parents and carers.
Mental Health Training	To train a member of staff to an adequate and appropriate level to deliver the high-level training 'Mental Health First Aid' as agreed with MHFA England as well as the design and delivery of various other forms of mental health awareness training in the community.
National Lottery Community Fund	Provides infrastructure and continuity for Headlight's peer support groups, with scope to reach new age groups and locations.
Youth Voice	To provide a sounding board and focus group to allow young people to be heard.

2024 – Comparative

	Funds brought forward	Income	Expenditure	Transfers	Funds as at 31 March 2024
	£	£	£	£	£
Headlight	36,967	91,490	(127,376)	14,982	16,063
Primary School Workshops	982	-	-	(982)	-
Youth Voice	500	-	(206)	-	294
Mental Health Training	2,334	-	(3,943)	1,609	-
	<u>40,783</u>	<u>91,490</u>	<u>(131,525)</u>	<u>15,609</u>	<u>16,357</u>

Action East Devon Ltd
Notes to the Financial Statements (continued)
Year Ended 31 March 2025

12. Analysis of Funds

	General fund	Designated fund	Restricted fund	Total funds 2025	Total funds 2024
	£	£	£	£	£
Fixed assets	205	-	-	205	442
Net current assets	37,701	4,391	102,064	144,156	67,565
	<u>37,906</u>	<u>4,391</u>	<u>102,064</u>	<u>144,361</u>	<u>68,007</u>

2024 – Comparative

	General fund	Designated fund	Restricted fund	Total funds 2024	Total funds 2023
	£	£	£	£	£
Fixed assets	442	-	-	442	886
Net current assets	37,728	13,480	16,357	67,565	124,850
	<u>38,170</u>	<u>13,480</u>	<u>16,357</u>	<u>68,007</u>	<u>125,736</u>

13. Contingent Liabilities

The charity had no contingent liabilities at 31 March 2025.

14. Operating lease commitments

The charity had no material non-cancellable lease commitments at 31 March 2025.

15. Members' Liability

The company is limited by guarantee. At 31 March 2025, there were 5 members, whose maximum liability in the event of the company being wound up is £10 each.

16. Transactions with Trustees and Other Connected Persons

There were no transactions with Trustees or other connected person in the year.

During the period Trustees received a total of £207 (2024: £126) in respect of reimbursed expenses incurred on behalf of the Charity.

17. Related Party Transactions

There were no related party transactions requiring disclosure during the year.

Action East Devon Ltd
Notes to the Financial Statements (continued)
Year Ended 31 March 2025

18. Reconciliation of net income/(expenditure) to net cash flows from operating activities

	2025	2024
	£	£
Net expenditure for the reporting period	76,354	(57,729)
Adjustments for:		
Depreciation charge	237	444
Investment income	(1,539)	(2,668)
(Increase)/decrease in debtors	(42,410)	(370)
Increase/(decrease) in creditors	1,056	(1,011)
Net cash (used in)/provided by operating activities	33,698	(61,334)

ACTION EAST DEVON LTD

England & Wales - Charity number 1134611

Accounts



Action East Devon Limited

Annual Report Year ended 31st March 2024

Action East Devon is a Company Limited by Guarantee registered in England (number 07035905) and registered as a charity in England and Wales (number 1134611).
Registered office: The Station Youth Centre, Mill Street, Ottery St Mary, EX11 1AH

Action East Devon Limited
Year Ended 31 March 2024

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Action East Devon Limited

Trustees' Report

Year Ended 31 March 2024

Statement from the Chair

In my statement last year, the financial challenges facing Action East Devon were a cause for concern. Whilst those challenges remain, I very much think of this year as having been one of opportunities. At the outset I must make special mention of, and wholeheartedly thank, Orchard Fundraising for their unwavering support and inspiration. We were extremely fortunate to be chosen by Orchard to benefit from their pro-bono expertise. With their guidance we now have a tightly focused and informed fundraising strategy that brings out our achievements and impact and is consequently so much more successful than had been the case previously. We have been very successful with bids submitted over the past few months and have a strong pipeline of bids awaiting consideration, all of which gives us a solid foundation on which to build.

I must also thank our staff and volunteers for the fantastic work they do to support our young people, and without whom we would not be the great organisation that we are. Our admin assistant and CEO both left towards the end of 2023. I am a great believer in change presenting opportunity, and with the need to effect the changes I alluded to last year, Trustees took time to consider what staffing roles the charity actually needed. This resulted in our deciding that, while we did not need to recruit for the admin role, we did recruit a significantly revised Charity Manager role to replace the CEO role, and the successful candidate took up post in March.

Our focus on young people sharpened as we concentrated our activities on our:

- Headlight (peer support group work) service in Axminster, Ottery St. Mary and Seaton, and
- (1-2-1) School Mentoring Service in Honiton, Sidmouth and Axe Valley schools.

In 2023-24, we held 112 peer support group sessions, provided 471 hours of one-to-one sessions and helped 134 young people. And we have a waiting list for referrals. The young people themselves tell us: "Headlight is a safe place where I can talk things through without being judged and make new friends." "I like learning about different ways of tackling things." "It has helped me build my confidence."

The one area of constancy has been the make-up of our Board of Trustees, where we have had no changes. This has facilitated consistent monitoring, understanding of issues and decision making. As part of our revised structure, Trustees have been very active in bid writing, attending events where we showcase our work and connecting with partners old and prospective.

I, along with the Board, truly believe that we are a stronger organisation for having faced up to and met the challenges of the last year, and together we look forward to the future with confidence.

Chris Botham
Chair of the Board of Trustees

Action East Devon Limited

Trustees' Report

Year Ended 31 March 2024

The Board of Trustees presents the report and financial statements for Action East Devon, for the year ending 31 March 2024, which are also prepared to meet the requirements for a Director's Report and Financial Statements for the purposes of the Companies Act.

Action East Devon is a company limited by guarantee and a registered charity.

The Financial Statements comply with the Charities Act 2011 (and any subsequent amendments), with the Companies Act 2006, with the Memorandum and Articles of Association of the charitable company, and with the Statement of Recommended Practice (SORP) for charities preparing their Financial Statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

Objectives and Activities

Action East Devon is an independent charitable body and company limited by guarantee incorporated in 2009. The Memorandum and Articles of Association set out the governance structures and aims of the organisation.

Trustees are volunteers from the community and act as Directors for the purposes of company law. Trustees are reimbursed expenses, but do not receive any remuneration. The governance of the charity pays due regard to the rules, regulations and good practice recommendations from the Charity Commission; and, where appropriate, to the UK Corporate Governance Code. The Trustees have also considered an assessment of practice against the Charity Governance Code for smaller charities.

The Board of Trustees ensure that all work of the organisation accords with the Objects of the charity:

- The promotion of any charitable purposes for the benefit of the community, principally but not exclusively East Devon, the charitable purposes being the advancement of education, the protection of health, and the relief of poverty, distress and sickness.
- To promote and organise co-operation in achievement of the above purposes.

The Trustees also ensure that public benefit is provided through the delivery of outreach projects and services which directly meet the needs of the most vulnerable people in our society, enabling them to achieve a range of health and wellbeing outcomes.

The Trustees confirm that they have had due regard to the Charity Commission's guidance on public benefit when reviewing the charity's aims and objectives, in planning future activities and in setting policy for the year.

The charity's outreach projects and services are delivered in local communities where there is a need and are free to ensure maximum accessibility to those in need. The following sections outline our work, achievements and challenges during 2023/24.

Achievements and Performance

Projects and services

Throughout 2023/24 Action East Devon continued its journey building on the reorganisations of the previous years. Change is a constant feature, and this year has seen its fair share both internally and across our area of activity.

Action East Devon has been acutely aware of the growing numbers of children and young people with mental health issues. A report from the CQC on the state of health care in England 2023/24 identifies a 29% increase in children and young people in contact with mental health service between 2022 and 2024 but only 11% receiving an interaction with the statutory services. As the same report notes, with waiting times for the statutory services highly variable being able to get the right mental health care as early as possible can have a significant impact on the person's future.

There is national concern about children and young people's mental health issues now impacting school attendance. Data from NHS Digital shows that children with a mental health problem were seven times more likely to have missed 15 days in school compared to those without a mental health problem.

Action East Devon believes its work with schools and colleges and other agencies:

- Addresses both national and local concerns over children and young people's mental health
- Reduces some of the pressures on the statutory services and are in some cases better suited to the wishes and needs of children and young people
- Has a positive impact on the future prospects of children and young people in East Devon

Internally, our CEO's departure created an opportunity to consider roles and responsibilities, the outcome being the greater involvement of Trustees and creation of the Charity Manager role. And we decided to stop the Children and Families Service and focus on direct support to young people.

It was unfortunate that our fundraising efforts in the previous year did not raise the funds hoped for and this necessitated continued use of reserves to enable service delivery to continue. So fundraising was the prime activity for Trustees, and the support from Orchard Fundraising enabled us to renew relationships with previous funders and develop new ones, resulting in bids being submitted to a wide range of local and national funders.

Headlight

Headlight, peer support group work supplemented by 1-2-1 mentoring work where requested, remains Action East Devon's principal service which we deliver in Ottery St Mary and Axminster. Since last summer, we have also delivered our Headlight service in Seaton for Re:Store, a local community group. However, primarily because of space restrictions, we just offered peer support group work. One of our tenets is early intervention and recognising the need to engage with a younger age range, our relationship with Re:Store enabled us to trial offering our support to young people aged 11 and up. This increased the number of young people supported and paved the way for this to be part of our revised strategy.

Reflecting the national picture, we have continued to see young people presenting a wider range of challenges and it is clear that the effects of Covid lockdowns are continuing to be felt and are likely to continue for some time. In 2023, the NHS estimated that one in five children and young people in England aged eight to 25 were likely to have a mental health disorder. Anxiety and depression are common, though other disorders are also on the rise. The universal use of smartphones and the social media young people access are thought to play their part here. Local mental health services for young people are hugely overstretched, with waits for NHS services now between 18 months and two years. One peer support group attendee told us that she was finally getting an assessment after a wait of 22 months.

Action East Devon Limited

Trustees' Report

Year Ended 31 March 2024

School Mentoring Services

We have delivered our School Mentoring Service in Sidmouth, Honiton and Axe Valley Colleges. School Mentoring is 1-2-1 mentoring carried out on school premises during the school day. We work closely with the school inclusion team who balance the benefit our service delivers against the loss of schoolwork time and who refer young people to our 45 minutes, once a fortnight, sessions. We also have the use of a dedicated meeting room at each school and where appropriate offer wrap around support such as Team around the family (TAF) meetings and further signposting for parents and families (as indeed we do within our Headlight service). Our School Mentoring Services are delivered in Sidmouth College and Honiton College with work being done to bring the service to Axe Valley in Axminster in late 2023.

We are extremely grateful to the Honiton League of Friends and Sid Valley Help for their continued support of our service in Honiton and Sidmouth. We are also grateful to the variety of funders, including East Devon District, Axminster Town and Devon County Councils for their support of our Axminster service.

We are currently at our full capacity (10 in each school) of young people supported through our School Mentoring. We conduct regular reviews with both the young people and the school to ensure that they are moved forward when appropriate and the space given to another child. Some of the young people tell us that they only come into school for their Action East Devon meeting but are then often happy to stay in school afterwards thus increasing their educational engagement.

The Future

Following the changes to roles and responsibilities we took the opportunity to review our strategy with our staff, volunteers and Youth Voice. Collectively, we determined that during the period 2024 – 2027 we would:

- Expand our Headlight reach by creating peer support groups in two towns, probably Honiton and Sidmouth
- Further expand our Headlight reach by opening our service in all locations to young people aged 11 and over
- This follows the successful expansion at Seaton, and also enables us to support young people as they move from junior school to senior school
- Maintain our School Mentoring provision where we can fully fund the service from local funders
- We currently have 7 volunteers (excluding Trustees) and expect to increase this number to 11 to support our expansion plans
- Influencing decision makers to make the right changes that better supports those that need it. Two recent examples of this took place when:
 - MP Richard Foord visited Axminster Headlight, and the young people made plain their need for trusted, independent, support outside school (Lib Dem policy was/is for more school-based support), and
 - Our young people attended a hustings event in June with local parliamentary candidates

Action East Devon Limited

Trustees' Report

Year Ended 31 March 2024

Financial Review

The total income for the year was £102,233 of which £91,490 was restricted. After transfers, there was an unrestricted deficit (designated and undesignated) of £33,303 and a restricted deficit of £24,426 for the year, giving an overall deficit of £57,729.

Total funds carried forward were £68,007 of which £16,357 was restricted. These restricted funds relate to grant monies paid in advance for project delivery during 2024/25.

Reserves Policy

The existing Funding Deficits and Project Development designated fund now stands at £13,480, all of which is budgeted for use in 2024/25. This is intended to cover funding shortfalls and to look at alternative ways of fundraising for projects that are essential to the charity's objectives.

In addition to these designated funds, the charity holds £37,728 in free reserves (excluding fixed assets), which the Trustees consider to be an appropriate level to provide for a controlled close of the charity, should this arise.

The Reserves policy is kept under active review and so the target reserves figure is likely to change over time.

Structure, Management and Governance

Governing Document

Action East Devon Limited was incorporated on 1 October 2009 (company number 07035905), became a registered charity on 2 March (charity number 1134611), and commenced activities on 1 April 2010. The new company took over from the former charitable company, East Devon Voluntary Support Agency, and all assets were transferred to the incorporated charity. The Trustees are also Directors for the purposes of company law.

The Memorandum and Articles of Association of Action East Devon set out governance structures and aims of the organisation. They describe the operating framework, detailing the Objects, Powers, Membership and Honorary Officers, and outline the protocols for the operation of the Board of Trustees and the Annual General Meeting. The Memorandum and Articles of Association provide information and guidance to ensure that the Trustees are fulfilling their obligations under company and charity law, ensuring that the organisation is accountable and transparent to those it serves.

Trustee Recruitment, Induction and Training

Action East Devon continually reviews the composition of its Board of Trustees to ensure members' skills meet the needs of the organisation, service users and the local community.

All potential new Trustees are interviewed and given the opportunity to observe a Board meeting before being formally invited to become a Trustee and Director. Induction provides information about Trustee and Directors' roles and responsibilities as part of a meeting with the Chair of the Board and the Charity Manager to further their understanding of the work of the organisation.

Governance

Practice in previous years has been for the Board of Trustees to meet four times a year with an Annual General Meeting held at an appropriate date in Autumn. However, this year the Board decided more frequent meetings were necessary to enable the Board to closely monitor the financial position and take swift, informed decisions where necessary.

The Charity Manager and Finance Manager prepare and deliver reports to the Board. Risk is kept under active review by the Trustees as are all policies.

Action East Devon Limited
Trustees' Report
Year Ended 31 March 2024

Reference and Administrative Information

Charity Name:	Action East Devon ('Charitable Company')
Charity Registration Number:	1134611
Company Number:	07035905
Registered Office and Address:	The Station Youth Centre Mill Street Ottery St Mary EX11 1AH
Telephone:	01404 549045
Website:	www.actioneastdevon.org.uk
Independent Examiner:	Neil Hitchings FCA Francis Clark LLP Centenary House Peninsula Park Rydon Lane Exeter EX2 7XE
Bankers:	CAF Bank Limited 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
Trustees	Christopher Botham (Chair) Graham Fice Dr David Leeder Fiona Anderson Megan Armstrong (appointed 17 May 2023) Judith O'Neil (appointed 6 November 2023) Andrew Savage (resigned 12 July 2023)
Company Secretary	Graham Fice (appointed 1 January 2024) Ben Feasey (resigned 31 December 2023)

Action East Devon Limited
Trustees' Report
Year Ended 31 March 2024

Statement of Trustees' Responsibilities

The trustees (who are also directors of Action East Devon) for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires trustees 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 that period. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees 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. 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.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and was approved by the Trustees on 30 January..... 2025.

Signed on their behalf by

.....

Chris Botham, Chair of the Board

Action East Devon Limited

Independent Examiner's Report to the Trustees of Action East Devon

Year Ended 31 March 2024

I report to the charity trustees on my examination of the financial statements of the Charitable Company for the year ended 31 March 2024.

Responsibilities and basis of report

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

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

Independent examiner's statement

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:

- accounting records were not kept in respect of the Charitable Company as required by section 386 of the 2006 Act; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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
- 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.

Neil Hitchings FCA
Francis Clark LLP
Chartered Accountants
Centenary House
Peninsula Park
Rydon Lane
Exeter
EX2 7XE

Date : 30 January 2025

Action East Devon Limited
Statement of Financial Activities (Including Income & Expenditure Account)
Year Ended 31 March 2024

	Note	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds 2024 £	Total funds 2023 £
Income:						
Donations and legacies	2	3,257	-	91,490	94,747	112,775
Income from charitable activities	3	4,818	-	-	4,818	-
Investment income		2,668	-	-	2,668	1,644
Total income		<u>10,743</u>	<u>-</u>	<u>91,490</u>	<u>102,233</u>	<u>114,419</u>
Expenditure:						
Expenditure on charitable activities	4	(25,917)	-	(131,525)	(157,442)	(185,783)
Expenditure on raising funds		(2,520)	-	-	(2,520)	-
Total expenditure		<u>(28,437)</u>	<u>-</u>	<u>(131,525)</u>	<u>(159,962)</u>	<u>(185,783)</u>
Net (expenditure)/income		(17,694)	-	(40,035)	(57,729)	(71,364)
Transfers between funds		20,455	(36,064)	15,609	-	-
Net movement in funds		<u>2,761</u>	<u>(36,064)</u>	<u>(24,426)</u>	<u>(57,729)</u>	<u>(71,364)</u>
Funds at 31 March 2023		35,409	49,544	40,783	125,736	197,100
Funds at 31 March 2024		<u>38,170</u>	<u>13,480</u>	<u>16,357</u>	<u>68,007</u>	<u>125,736</u>

Action East Devon Limited
Balance Sheet
Year Ended 31 March 2024

	Note	2024 £	2023 £
Fixed assets			
Tangible assets	7	<u>442</u>	<u>886</u>
		442	886
Current assets			
Debtors	8	3,356	2,986
Cash at bank and in hand		<u>71,429</u>	<u>130,095</u>
		74,785	133,081
Liabilities			
Creditors: amounts falling due within one year	9	<u>(7,220)</u>	<u>(8,231)</u>
Net current assets		<u>67,565</u>	<u>124,850</u>
Net assets		<u>68,007</u>	<u>125,736</u>
The funds of the Charity			
General funds	10	38,170	35,409
Designated funds	10	13,480	49,544
Restricted funds	11	16,357	40,783
Total funds		<u>68,007</u>	<u>125,736</u>

For the financial year ending 31 March 2024 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

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

These financial statements have been prepared and delivered in accordance with the special provisions relating to companies subject to the small companies regime within part 15 of the Companies Act 2006.

Approved and authorised by the Board on 30 January 2025 and signed on its behalf by

.....

Chris Botham

Company Registration Number: 07035905

Action East Devon Limited
Cashflow Statement
Year Ended 31 March 2024

	Note	2024 £	2023 £
Cash (used in)/provided by operating activities	18	<u>(61,334)</u>	<u>(74,957)</u>
Cashflows from investing activities			
Dividends, interest, and rents from investment		<u>2,668</u>	<u>1,644</u>
Cash provided by/(used in) investing activities		<u>2,668</u>	<u>1,644</u>
Changes in cash and cash equivalents in the reporting period		<u>(58,666)</u>	<u>(73,313)</u>
Cash and cash equivalents at the beginning of the reporting period		<u>130,095</u>	<u>203,408</u>
Cash and cash equivalents at the end of the reporting period		<u>71,429</u>	<u>130,095</u>

Action East Devon Limited

Notes to the Financial Statements

Year Ended 31 March 2024

1. Accounting Policies

The principle accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of preparation

The financial statements have been prepared in accordance with 'Accounting and Reporting by Charities: Statement of Recommended Practice' applicable to charities preparing their financial statements in accordance with the Charities SORP (FRS102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

The charity meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The charity is incorporated in England and Wales, details of its registered office can be found in the reference and administration section of the Trustees Report.

Our cashflow forecast for 2025/26 demonstrates that we will have sufficient funds to enable Action East Devon to continue to operate throughout that period. And so, the Trustees consider that the charity will continue as a going concern for at least the next twelve months.

The functional currency of the charity is Pounds Sterling.

b) Income

Grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance. Where income is received in advance of performance its recognition is deferred and included in creditors. Where entitlement occurs before income is received the income is accrued.

c) Expenditure

Expenditure is recognised on an accruals basis when a liability is incurred. Expenditure includes attributable VAT which cannot be recovered.

Allocation of Expenditure: Management and administration and support costs comprise all the expenditure of the Charity. The Charity does not provide direct grants for Charitable purposes.

d) Fund Accounting

General unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds are unrestricted funds which the trustees have decided to set aside for a specific purpose.

Restricted funds are funds to be used in accordance with specific restrictions imposed by the donor or which have been raised by the charity for particular purposes. Expenditure which meets the criteria specified is charged to the fund.

Action East Devon Limited
Notes to the Financial Statements (continued)
Year Ended 31 March 2024

e) Tangible Fixed Assets and Depreciation

Fixed assets costing in excess of £250 are shown on the balance sheet at historical cost less depreciation. Depreciation is calculated at the following rates to write off the cost less residual value of each asset over its expected useful life:

Fixtures and fittings	40% Reducing Balance
Computer and office equipment	50% Reducing Balance
Project equipment	50% Reducing Balance

f) Operating Leases

Rentals applicable to operating leases where substantially all the benefits and risks of ownership remain with the lessor are charged against profits on a straight-line basis over the period of the lease.

g) Pensions

The Charity pays contributions equivalent to 5% of qualifying earnings where the staff make at least some contribution.

h) Financial Instruments

Action East Devon only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. The Charity currently holds:

- Trade debtors and trade creditors; details of these can be found in notes 8 and 9.

2. Donations and Legacies

	Total 2024 £	Total 2023 £
Albert Hunt Trust	3,000	2,000
Awards for All	-	10,000
Axminster Care	5,000	-
Axminster Town Council	-	1,500
Big Lottery	25,000	50,000
Devon County Council	1,000	5,000
DYS Space	4,500	-
E Devon District Council	3,510	10,375
Herefordshire Community Foundation	-	1,000
Honiton League of Friends	10,740	10,740
Norman Family Trust	-	1,000
Northbrook Trust	13,500	-
Other Donations	7,664	12,660
Ottery St Mary Town Council	12,500	-
Sid Valley Help Scheme	8,333	8,000
VOYC Devon	-	500
	94,747	112,775

Included in the total of £94,747 (2023: £112,775) is restricted income of £91,490 (2023: £101,837). All other income is unrestricted.

Action East Devon Limited
Notes to the Financial Statements (continued)
Year Ended 31 March 2024

3. Income from Charitable Activities

	Total 2024 £	Total 2023 £
Contract delivery	4,818	-
	<u>4,818</u>	<u>-</u>

Included in the total of £4,818 (2023: £nil) is restricted income of £nil (2023: £nil). All other income is unrestricted.

4. Expenditure on charitable activities

	Total 2024 £	Total 2023 £
	Note	
Volunteer travel and expenses	574	292
Training	72	34
Direct project costs	9,552	10,377
PR, advertising and website	1,090	2,951
Rent and property costs	3,600	15,327
Staff travel, training and events	4,440	1,581
Stationery, telephone and office expenses	6,120	4,462
Insurances	1,168	1,375
Bank charges	60	72
Salaries, recruitment and staff welfare	127,379	142,776
Legal and professional fees	-	198
Redundancy costs	-	1,676
Depreciation	444	885
(Profit)/loss on disposal	-	261
Governance costs	5 2,943	3,516
	<u>157,442</u>	<u>185,783</u>

Included in the total of £157,442 (2023: £185,783) is expenditure on restricted funds of £131,525 (2023: £141,994). All other expenditure is unrestricted.

5. Governance costs

	2024 £	2023 £
Board expenses and recruitment	216	216
Independent examination and accountancy	2,727	3,300
	<u>2,943</u>	<u>3,516</u>

All expenditure on governance costs was unrestricted.

Action East Devon Limited
Notes to the Financial Statements (continued)
Year Ended 31 March 2024

6. Employees

	2024	2023
	£	£
Salaries and wages	119,948	133,928
Social security costs	1,802	3,000
Pension contributions	2,951	3,460
	124,701	140,388

The average number of employees during the year was 6 (2023: 7) and the average number of full-time equivalents during the year was 4 (2023: 4). No employees received payment in excess of £60,000.

The key management personnel of the charity are considered to be all the members of the Operational Management Team, whose employee benefits total £28,082 (2023: £39,455). There is currently 1 member of the Operational Management Team (2023: 1).

7. Tangible Fixed Assets

	Computer and office equipment	Project equipment	Total
	£	£	£
Cost at 1 April 2023	6,587	1,162	7,749
Additions	-	-	-
Disposals	-	-	-
Cost at 31 March 2024	6,587	1,162	7,749
Depreciation at 1 April 2023	5,764	1,099	6,863
Charge for the year	412	32	444
Eliminated on disposal	-	-	-
Depreciation at 31 March 2024	6,176	1,131	7,307
At 31 March 2024	411	31	442
At 31 March 2023	823	63	886

8. Debtors

	2024	2023
	£	£
Trade debtors	833	-
Other debtors	1,712	1,713
Prepayments and accrued income	811	1,273
	3,356	2,986

Action East Devon Limited
Notes to the Financial Statements (continued)
Year Ended 31 March 2024

9. Creditors: Amounts falling due within one year

	2024	2023
	£	£
Trade creditors	2,117	2,802
Accruals	3,870	3,542
Pensions and salaries	178	-
Social security costs	1,055	1,887
	7,220	8,231

10. Unrestricted Funds

	Funds brought forward	Income	Expenditure	Transfers	Funds as at 31 March 2024
	£	£	£	£	£
General fund	35,409	10,743	(28,437)	20,455	38,170
Designated fund	49,544	-	-	(36,064)	13,480
	84,953	10,743	(28,437)	(15,609)	51,650

A designated fund has been set aside to cover funding shortfalls in projects that are considered essential to the charity's objectives. The amount designated has been decreased from £49,544 to £13,480 during the year.

11. Restricted Funds

	Funds brought forward	Income	Expenditure	Transfers	Funds as at 31 March 2024
	£	£	£	£	£
Headlight Primary School	36,967	91,490	(127,376)	14,982	16,063
Workshops	982	-	-	(982)	-
Youth Voice	500	-	(206)	-	294
Mental Health Training	2,334	-	(3,943)	1,609	-
	40,783	91,490	(131,525)	15,609	16,357

Action East Devon Limited
Notes to the Financial Statements (continued)
Year Ended 31 March 2024

11. Restricted Funds (continued)

Name of Fund	Description, nature and purpose of the fund
Headlight	Funds received from a range of sources, including trust funds, community groups and individuals, to provide early intervention support for young people experiencing mental health issues, and their parents and carers.
Primary School Workshops	To support the transition of primary school pupils into secondary schools. This project did not proceed as planned but permission was obtained for the funder to use remaining monies to support our existing school mentoring service.
Youth Voice	To provide a sounding board and focus group to allow young people to be heard.
Mental Health Training	To train a member of staff to an adequate and appropriate level to deliver the high level training 'Mental Health First Aid' as agreed with MHFA England as well as the design and delivery of various other forms of mental health awareness training in the community.

2023 – Comparative

	Funds brought forward	Income	Expenditure	Transfers	Balance at 31 March 2023
	£	£	£	£	£
Headlight	34,848	98,837	(129,694)	32,976	36,967
Primary School Workshops	-	1,000	(18)	-	982
Forget Me Not	9,864	-	(8,888)	(976)	-
Music Memories and Me	3,044	-	(3,044)	-	-
Youth Voice	-	500	-	-	500
Mental Health Training	1,184	1,500	(350)	-	2,334
	<u>48,940</u>	<u>101,837</u>	<u>(141,994)</u>	<u>32,000</u>	<u>40,783</u>

Action East Devon Limited
Notes to the Financial Statements (continued)
Year Ended 31 March 2024

12. Analysis of Funds

	General fund	Designated fund	Restricted fund	Total funds 2024	Total funds 2023
	£	£	£	£	£
Fixed assets	442	-	-	442	886
Net current assets	37,728	13,480	16,357	67,565	124,850
	<u>38,170</u>	<u>13,480</u>	<u>16,357</u>	<u>68,007</u>	<u>125,736</u>

2023 – Comparative

	General fund	Designated fund	Restricted fund	Total funds 2023	Total funds 2022
	£	£	£	£	£
Fixed assets	886	-	-	886	2,032
Net current assets	34,523	49,544	40,783	124,850	195,068
	<u>35,409</u>	<u>49,544</u>	<u>40,783</u>	<u>125,736</u>	<u>197,100</u>

13. Contingent Liabilities

The charity had no contingent liabilities at 31 March 2024.

14. Operating lease commitments

The charity had no material non-cancellable lease commitments at 31 March 2024.

15. Members' Liability

The company is limited by guarantee. At 31 March 2024, there were 6 members, whose maximum liability in the event of the company being wound up is £10 each.

16. Transactions with Trustees and Other Connected Persons

There were no transactions with Trustees or other connected person in the year.

During the period Trustees received a total of £126 (2023: £9) in respect of reimbursed expenses incurred on behalf of the Charity.

17. Related Party Transactions

There were no related party transactions requiring disclosure during the year.

Action East Devon Limited
Notes to the Financial Statements (continued)
Year Ended 31 March 2024

18. Reconciliation of net income/(expenditure) to net cash flows from operating activities

	2024	2023
	£	£
Net expenditure for the reporting period	(57,729)	(71,364)
Adjustments for:		
Depreciation charge	444	885
Investment income	(2,668)	(1,644)
Loss on disposal of fixed assets	-	261
(Increase)/decrease in debtors	(370)	(364)
Increase/(decrease) in creditors	(1,011)	(2,731)
Net cash (used in)/provided by operating activities	(61,334)	(74,957)

ACTION EAST DEVON LTD

England & Wales - Charity number 1134611

Accounts

Action East Devon Limited

Annual Report **Year ended 31st March 2023**

Action East Devon is a Company Limited by Guarantee registered in England (number 07035905) and registered as a charity in England and Wales (number 1134611).
Registered office: The Station Youth Centre, Mill Street, Ottery St Mary, EX11 1AH

Action East Devon Limited
Trustees' Report
Year Ended 31 March 2023

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Statement from the Chair

In last year's Statement from the Chair my predecessor, Graham Fice, made reference to the challenges facing Action East Devon, including the financial ones and our reliance on our reserves to enable us to continue delivering our services.

Those pressures have not eased and early in the year we took the difficult decision to stop delivering our older peoples' services, Forget-me-Not and Musical Memories and Me. As a consequence, we had to make the service coordinator redundant after many years' valued and truly innovative service. Our Headlight manager took the difficult decision to leave and joined SSAFA, an organisation very close to his heart. We wish them both well in their new lives.

CEO Ben Feasey took on the direct line management of all staff and responsibility for safeguarding. This downsizing, coupled with Ben's review of our expenses, led to a change of base and we moved from the Younghayes Centre in Cranbrook to the Station Youth Centre in Ottery St Mary. This move brought us much closer to our operating centres, a significant reduction in our rental costs, and presented the opportunity to benefit from other cost saving measures.

We are pleased to be building a close relationship with Ottery St Mary Town Council who are investing time and money into the youth services available to Ottery youngsters; being in Ottery and specifically in the Youth Centre is an ideal fit.

Our strategic plan for the next five years focuses entirely on young people and we are starting to extend our reach with the development of our School Mentoring Service in Honiton, Sidmouth and Axe Valley schools. Running alongside our Headlight service in Axminster and Ottery St Mary, we have partnered with community groups Re:Store/Waffle and are delivering peer support sessions in Seaton.

In 2022, we held 104 group sessions, helped 270 young people, and provided 1196 one to one sessions for young people. We have a four-week waiting list for referrals. The young people tell us themselves: "I like being able to talk openly without being judged"; "I love coming here, it's fun and creative"; "It's a safe space and allows me to express myself".

We have benefitted greatly from the expertise and enthusiasm of new Trustees: Fiona Anderson and Andrew Savage both joined in September 2022, although Andrew regretfully had to step down recently for personal reasons. Former East Devon Councillor, Megan Armstrong, joined the Board in July 2023 along with Judith O'Neill who has extensive experience in further education. All Trustees have engaged actively in fundraising and assisting the CEO in raising awareness of the important work of Action East Devon.

At the beginning of my statement, I made reference to our continuing financial pressures. A significant proportion of the cost of running the organisation, both general overheads and services we deliver, have been funded by our reserves. We continue to bid for funds, but competition is fierce and whilst feedback indicates that we are submitting good bids we have been unsuccessful in securing substantial funds to date. The reality is that to continue operating significant changes are required to what we do and how we do it. We are therefore substantially reducing our core staffing and costs, and also the services we deliver that have

Action East Devon Limited
Trustees' Report
Year Ended 31 March 2023

been reliant on our reserves. The detailed planning for this is currently underway and Trustees are working hard with staff to minimise any impact on the young people we support.

The effects of the periods of lockdown during the pandemic cannot be underestimated and continue to make their presence felt. Thus the services we provide have never been needed more than they are now so it is vital that we make the tough decisions now that will ensure our future and enable us to continue to support the young people in the area who rely so much on us.

Chris Botham
Chair of the Board of Trustees

Action East Devon Limited
Trustees' Report
Year Ended 31 March 2023

The Board of Trustees presents the report and financial statements for Action East Devon, for the year ending 31 March 2023, which are also prepared to meet the requirements for a Director's Report and Financial Statements for the purposes of the Companies Act.

Action East Devon is a company limited by guarantee and a registered charity.

The Financial Statements comply with the Charities Act 2011 (and any subsequent amendments), with the Companies Act 2006, with the Memorandum and Articles of Association of the charitable company, and with the Statement of Recommended Practice (SORP) for charities preparing their Financial Statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

Objectives and Activities

Action East Devon is an independent charitable body and company limited by guarantee registered in 1998. The Memorandum and Articles of Association set out the governance structures and aims of the organisation.

The Trustees are volunteers from the community and act as Directors for the purposes of company law. The governance of the charity pays due regard to the rules, regulations and good practice recommendations from the Charity Commission; and, where appropriate, to the UK Corporate Governance Code. The Trustees have also considered an assessment of practice against the Charity Governance Code for smaller charities.

The Board of Trustees ensure that all work of the organisation accords with the Objects of the charity:

- The promotion of any charitable purposes for the benefit of the community, principally but not exclusively East Devon, the charitable purposes being the advancement of education, the protection of health, and the relief of poverty, distress and sickness
- To promote and organise co-operation in achievement of the above purposes

The Trustees also ensure that public benefit is provided through the delivery of outreach projects and services which directly meet the needs of the most vulnerable people in our society, enabling them to achieve a range of health and wellbeing outcomes.

The Trustees confirm that they have had due regard to the Charity Commission's guidance on public benefit when reviewing the charity's aims and objectives, in planning future activities and in setting policy for the year.

The charity's outreach projects and services are delivered in local communities where there is a need and are either free or low cost, to ensure maximum accessibility to those in need. The following sections outline our work, achievements and challenges during 2022/23.

Achievements and Performance

Projects and services

During 2022 Action East Devon began its new journey following the challenges it had faced in previous years with organisational and structural changes, delivery project alterations and staffing changes, not to mention Covid-19. Our new CEO was embedded well into the role and a new strategic plan was well on its way to being created.

Over the first part of the year a new website was created to showcase the services and delivery of the organisation much more effectively with an easy to use and user friendly platform. Our social media platforms were being explored and used better than before. The move to focus our delivery onto young people and older people however had to be re-thought. The changes in work in care homes and significant reduction in our funding meant Action East Devon could no longer deliver its Forget-Me-Not dementia support service. The silver lining though enabled all our attention and resources to be focused on our work with young people and their families, as documented in our Strategic Plan.

Fundraising had become a real issue with a reduction in the amount coming into the organisation; Trustees made the sensible decision to use our reserves in order to maintain service delivery through the year. A fundraising strategy was created by the CEO and added to the strategic plan, the intention being to bring the organisation back up to a more financially secure level moving into 2024.

Staffing changes presented the opportunity to revise our organisational structure to better show off the new service delivery pillars. To streamline services and better support young people and their families, three main service areas were created; Headlight, School Mentoring Services and Children & Families' Services.

Headlight

Headlight is Action East Devon's principle delivery service and has a proven track record of delivery. It is still delivered in Ottery St Mary and Axminster, but a third area has now been added in Seaton after being commissioned and funded by Re:Store, a local community group.

Over the last year we have seen a real increase in need for higher level support, more suicide ideation, self-harm and an increase in anxiety and disordered eating. This has meant an increase in staff support which we meet by offering regular management supervision and external clinical supervision. We are also signed up to mindful employer-employer plus service and encourage mutual support across the team. These needs are positive as they demonstrate that the relationships the young people have with our staff and volunteers are good, resulting in more effective outcomes and is, after all, at the heart of what we do.

Our junior (13-18) and senior groups (18-25) are seeing an increase following Covid, partly due to the freedom of movement but more so due to the better networking, advertising and marketing done by AED. We have more inviting, new, literature and website and better relationships with local GPs, PCN mental health teams, VCSE colleagues etc.

We have taken on new staff and volunteers in Headlight to maintain and build on our delivery.

School Mentoring Services

School mentoring is 1-2-1 mentoring and coaching in the school venue. We work closely with the school wellbeing and pastoral teams to refer young people at need into our 1-2-1 services. We have consultation rooms at the school and where appropriate offer wrap around support such as TAF meetings and further signposting for parents and families too.

Our School Mentoring Services are delivered in Sidmouth College and Honiton College with work being done to bring the service to Axe Valley in Axminster in late 2023.

Honiton College was brought on stream in March 2022 with funding support from the local League of Friends, with commitment for two years of funding.

Sidmouth has had its funding continued from Sid Valley HELP till 2024, this is match funded through the lottery until January 2024

We are currently supporting 30 young people across our school services, which is our maximum capacity. The spaces are not time limited which enables the full support needed is given. We conduct regular reviews with both the young people and the school to ensure that the young people are moved forward when appropriate and the space given to another child. Each school has a wellbeing waiting list that they use to refer into our services as soon as a young person moves on.

This service has been very successful for many young people, particularly for those with school avoidance issues. Some of the young people tell us that they only come to school for their Action East Devon meeting, but are then often happy to stay in school afterwards. There have been occasions where disclosures have been made to our staff that have not been made to the schools; appropriate support and interventions can then be made and more support put in place.

Children and Families' Service

This service area includes a selection of smaller areas of work such as workshop delivery for local communities to support learning and awareness of mental health, support for parents and care givers, training for professionals and a newly established youth voice group.

We are working with Mental Health First Aid (MHFA) England and VOYC (Voluntary Organisations and Youth Centres) to deliver MHFA training to small organisations locally as well as ensuring all our staff and volunteers are trained as Mental Health First Aiders.

We have designed resource packs for parents and carers that aim to increase their ability to support their children in the home. These include tips and hints for jargon busting and myth busting, wellbeing, and games particularly for younger children so that wellness becomes a normal part of family conversation.

Our Youth Voice group started in the later part of 2022 and currently has 5 members. The group meets every 6 weeks and is creating plans for fundraising events, campaigns and awareness raising locally as well as acting as a sounding board and focus group for new services and ideas within the charity to ensure that youth voice and participation is a key part of what we do.

Action East Devon Limited
Trustees' Report
Year Ended 31 March 2023

We have also become a key member of the steering group for Children and Young People's Wellbeing under the Local Care Partnerships that form the new integrated care system of Devon; One Devon. We also sit on the Early Help Strategic Development Group and other local VCSE working groups.

Looking Forward

Based against our 2022-25 commitments for the future we are working towards;

- *Headlight peer support services will be delivered in 3 market town locations in East Devon. We started our work in the third town, Seaton, in June 2023*
- *School mentoring services available to all year groups at 5 secondary schools in East Devon. Through funding from EDDC, DCC and Axminster town council we have extended our School mentoring reach to now 3 towns; Axminster(new service area), Sidmouth and Honiton*
- *Regular transitional support available for those in school years 5 and 6 in at least 2 primary settings in East Devon, to help with the challenges of moving schools and the uncertainty over the last two years following the Covid-19 pandemic. Conversations to work with a local primary mental health provider are in place to create strong pathways for young people moving from primary to secondary.*
- *Better access to resources, materials and jargon busting 'help sheets' for all care givers of young people struggling with their mental wellbeing. Family resource booklets and packs have now been created and printed. All parents and carers of young people working with Action East Devon have access to these and others can request them through our website for a small charge.*
- *Supporting and collaborating with grassroots local organisations with specialist skills in supporting families and young people in East Devon. We have formed clear networks and are working on the creation of a funding alliance with 10 other organisations across East Devon to collectively approach commissioners in the NHS. We have improved our assessments process to provide better signposting at the first point of contact for young people and their families.*
- *Promoting youth voice in wellbeing and mental health services through specific mental health forums and social action groups.- Our Youth Voice Group is continuing to deliver wellbeing packages to the local children's ward at the RD&E for those hospitalized through self-harm and poor mental health. This group is also responsible for creating a partnership with a local skydive company to organize sponsored events to support our fundraising activity.*

Action East Devon Limited
Trustees' Report
Year Ended 31 March 2023

- *Influencing decision makers to make the right changes that better support those that need it.* We continue to be a voice at several boards and present regularly to local community conversations and contribute to regular articles in the local newsletter; Ottery Gazette about children's mental health.
- *Ensuring the organisation has effective processes and procedures.* We adopted a new Data system, Upshot, in the summer of 2023, which will
 - better capture the impact and learning of the organization
 - provide a significantly better reporting tool, and
 - require less staff time to record information

Financial Review

The total income for the year was £114,419 of which £101,837 was restricted. There was an unrestricted deficit of £31,207 and a restricted deficit of £40,157 for the year, giving an overall deficit of £71,364.

Total funds carried forward, after transfers, were £125,736 of which £40,783 was restricted. These restricted funds relate to grant monies paid in advance for project delivery during 2023/24.

Reserves Policy

The existing Funding Deficits and Project Development designated fund now stands at £49,544, all of which is budgeted for use in 2023/24. This is intended to cover funding shortfalls and to look at alternative ways of fundraising for projects that are essential to the charity's objectives.

In addition to these designated funds, the charity holds £34,523 in free reserves, which the Trustees consider to be an appropriate level to provide for a controlled close down of the charity, should this arise.

The Reserves policy is kept under active review and a revised target reserves figure will be determined once the current re-structure is complete.

Structure, Management and Governance

Governing Document

Action East Devon Limited was incorporated on 1 October 2009 (company number 07035905), became a registered charity on 2 March (charity number 1134611), and commenced activities on 1 April 2010. The new company took over from the former charitable company, East Devon Voluntary Support Agency, and all assets were transferred to the incorporated charity. The Trustees are also Directors for the purposes of company law.

The Memorandum and Articles of Association of Action East Devon set out governance structures and aims of the organisation. They describe the operating framework, detailing the Objects, Powers, Membership and Honorary Officers, and outline the protocols for the operation of the Board of Trustees and the Annual General Meeting. The Memorandum and Articles of Association provide information and guidance to ensure that the Trustees are fulfilling their obligations under company and charity law, ensuring that the organisation is accountable and transparent to those it serves.

Trustee Recruitment, Induction and Training

Action East Devon continually reviews the composition of its Board of Trustees to ensure members' skills meet the needs of the organisation, service users and the local community.

All potential new Trustees are interviewed and given the opportunity to observe a Board meeting before being formally invited to become a Trustee and Director. Induction provides information about Trustee and Directors' roles and responsibilities as part of a meeting with the Chief Executive to further understanding of the work of the organisation.

Governance

The Board of Trustees normally meet four times a year with an Annual General Meeting held at an appropriate date in Autumn of each year.

The Chief Executive Officer and Finance Manager prepare and deliver reports to the Board. Risk is kept under active review by the Trustees who have also adopted a number of key policies to guide governance and operations. All policies are kept under active review.

Action East Devon Limited
Trustees' Report
Year Ended 31 March 2023

Reference and Administrative Information

Charity Name:	Action East Devon ('Charitable Company')
Charity Registration Number:	1134611
Company Number:	07035905
Registered Office and Address:	The Station Youth Centre, Mill Street, Ottery St Mary, EX11 1AH
Telephone:	01404 549045
Website:	www.actioneastdevon.org.uk
Independent Examiner:	Neil Hitchings FCA Francis Clark LLP Centenary House Peninsula Park Rydon Lane Exeter EX2 7XE
Bankers:	CAF Bank Limited 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
Trustees	
Trustees	Graham Fice (Chair to June 2022, then Vice Chair) Christopher Botham (Chair from June 2022) William Flint (Resigned February 2023) Dr David Leeder Andrew Savage (September 2022 to September 2023) Fiona Anderson (appointed September 2022) Megan Armstrong (appointed May 2023) Judith O'Neil (appointed June 2023)
Company Secretary and Chief Executive	Ben Feasey

Action East Devon Limited
Trustees' Report
Year Ended 31 March 2023

Statement of Trustees' Responsibilities

The trustees (who are also directors of Action East Devon) for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires trustees 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 that period. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees 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. 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.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and was approved by the Trustees on 22nd November 2023

Signed on their behalf by


.....

Chris Botham, Chair of the Board

Action East Devon Limited
Independent Examiner's Report to the Trustees of Action East Devon
Year Ended 31 March 2023

I report to the charity trustees on my examination of the financial statements of the Charitable Company for the year ended 31 March 2023.

Responsibilities and basis of report

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

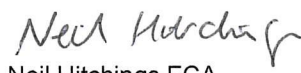
Having satisfied myself that the financial statements of the Charitable Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your Charitable Company's financial statements as carried out under section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

Independent examiner's statement

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:

- accounting records were not kept in respect of the Charitable Company as required by section 386 of the 2006 Act; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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
- 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.


Neil Hitchings FCA
Francis Clark LLP
Chartered Accountants
Centenary House
Peninsula Park
Rydon Lane
Exeter
EX2 7XE

Date: 1 December 2023

Action East Devon Limited
Statement of Financial Activities (Including Income & Expenditure Account)
Year Ended 31 March 2023

	Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
Income:						
Donations & legacies	2	10,938	-	101,837	112,775	137,323
Income from charitable activities	3	-	-	-	-	-
Investment income		1,644	-	-	1,644	1,032
Other income	4	-	-	-	-	30
Total income		<u>12,582</u>	<u>-</u>	<u>101,837</u>	<u>114,419</u>	<u>138,385</u>
Expenditure:						
Expenditure on charitable activities	5	(43,789)	-	(141,994)	(185,783)	(222,562)
Total expenditure		<u>(43,789)</u>	<u>-</u>	<u>(141,994)</u>	<u>(185,783)</u>	<u>(226,562)</u>
Net income/(expenditure)		(31,207)	-	(40,157)	(71,364)	(84,177)
Transfers between funds		14,700	(46,700)	32,000	-	-
Net movement in funds		<u>(16,507)</u>	<u>(46,700)</u>	<u>(8,157)</u>	<u>(71,364)</u>	<u>(84,177)</u>
Funds at 31 March 2022		<u>51,916</u>	<u>96,244</u>	<u>48,940</u>	<u>197,100</u>	<u>281,277</u>
Funds at 31 March 2023		<u>35,409</u>	<u>49,544</u>	<u>40,783</u>	<u>125,736</u>	<u>197,100</u>

Action East Devon Limited
Balance Sheet
Year Ended 31 March 2023

	Note	2023 £	2022 £
Fixed assets			
Tangible assets	9	886	2,032
Current assets			
Debtors	10	2,986	2,622
Cast at bank and in hand		130,095	203,408
Total current assets		133,081	206,030
Liabilities			
Creditors falling due within one year	11	(8,231)	(10,962)
Net Current Assets		124,850	195,068
Net Assets		125,736	197,100
The Funds of the Charity			
General funds	12	35,409	51,916
Designated funds	12	49,544	96,244
Restricted funds	13	40,783	48,940
		125,736	197,100

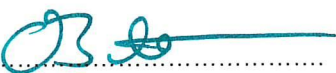
For the financial year ending 31 March 2023 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

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

These financial statements have been prepared and delivered in accordance with the special provisions relating to companies subject to the small companies regime within part 15 of the Companies Act 2006.

Approved and authorised by the Board on 22nd November 2023 and signed on its behalf by



Chris Botham

Company Registration Number: 07035905

Action East Devon Limited
Cashflow Statement
Year Ended 31 March 2023

	Note	2023 £	2022 £
Cash (used in) / provided by operating activities	20	<u>(74,957)</u>	<u>(69,265)</u>
Cashflows from investing activities			
Dividends, interest, and rents from investment		1,644	1,032
Purchase of property and equipment		-	-
		<u>1,644</u>	<u>1,032</u>
Cash provided (used in) / provided by investing activities		<u>1,644</u>	<u>1,032</u>
Changes in cash and cash equivalents in the reporting period		<u>(73,313)</u>	<u>(68,233)</u>
Cash and cash equivalents at the beginning of the reporting period		<u>203,408</u>	<u>271,641</u>
Cash and cash equivalents at the end of the reporting period		<u>130,095</u>	<u>203,408</u>

Action East Devon Limited
Notes to the Financial Statements
Year Ended 31 March 2023

1. Accounting Policies

The principle accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of preparation

The financial statements have been prepared in accordance with 'Accounting and Reporting by Charities: Statement of Recommended Practice' applicable to charities preparing their financial statements in accordance with the Charities SORP (FRS102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

The charity meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The charity is incorporated in England and Wales, details of its registered office can be found in the reference and administration section of the Trustees Report.

The trustees have reviewed forecasts and considered availability of working capital for the period to December 2024. As outlined in the Statement from the Chair on page 1, the charity has continued to face financial pressures and has taken action to reduce its cost base and refocus on funded services that are not reliant on reserves. Based on this review and the actions taken, the trustees are confident that the charity has sufficient designated funds to ensure continuity of its work during this transition phase. Consequently, the Trustees have concluded that there are no material uncertainties in relation to going concern (having considered a period of at least 12 months from the date of approval of the financial statements).

The functional currency of the charity is Pounds Sterling.

b) Income

Grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance. Where income is received in advance of performance its recognition is deferred and included in creditors. Where entitlement occurs before income is received the income is accrued.

c) Expenditure

Expenditure is recognised on an accruals basis when a liability is incurred. Expenditure includes attributable VAT which cannot be recovered.

Allocation of Expenditure: Management and administration and support costs comprise all the expenditure of the Charity. The Charity does not provide direct grants for Charitable purposes.

d) Fund Accounting

General unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds are unrestricted funds which the trustees have decided to set aside for a specific purpose.

Restricted funds are funds to be used in accordance with specific restrictions imposed by the donor or which have been raised by the charity for particular purposes. Expenditure which meets the criteria specified is charged to the fund.

Action East Devon Limited
Notes to the Financial Statements (continued)
Year Ended 31 March 2023

e) Tangible Fixed Assets and Depreciation

Fixed assets costing in excess of £250 are shown on the balance sheet at historical cost less depreciation. Depreciation is calculated at the following rates to write off the cost less residual value of each asset over its expected useful life:

Fixtures and fittings	40% Reducing Balance
Computer and office equipment	50% Reducing Balance
Project equipment	50% Reducing Balance

f) Operating Leases

Rentals applicable to operating leases where substantially all the benefits and risks of ownership remain with the lessor are charged against profits on a straight-line basis over the period of the lease.

g) Pensions

The Charity pays contributions equivalent to 5% of qualifying earnings where the staff make at least some contribution.

h) Financial Instruments

Action East Devon only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. The Charity currently holds:

- Trade debtors and trade creditors; details of these can be found in notes 10 and 11.

Action East Devon Limited
Notes to the Financial Statements (continued)
Year Ended 31 March 2023

2. Donations and Legacies

	2023 Total	2022 Total
	£	£
Big Lottery	50,000	60,000
Awards for All	10,000	-
E Devon District Council	10,375	11,800
Devon County Council	5,000	-
Honiton League of Friends	10,740	-
Albert Hunt Trust	2,000	-
Axminster Town Council	1,500	-
VOYC Devon	500	-
Herefordshire Community Foundation	1,000	-
Ashfords Foundation	-	1,621
Other Donations	12,660	5,257
Garfield Weston	-	15,000
Northbrook Trust	-	10,000
Ottery Hospital League of Friends	-	750
BBC Children in Need	-	12,581
Sid Valley Help Scheme	8,000	10,000
Government CJRS Grant	-	1,314
Norman Family Trust	1,000	5,000
David Gibbons Foundation	-	4,000
	112,775	137,323

Included in the total of £112,775 (2022: £137,323) is restricted income of £101,837 (2022: £126,024).
All other income is unrestricted.

Action East Devon Limited
Notes to the Financial Statements (continued)
Year Ended 31 March 2023

3. Income from Charitable Activities

	2023 Total	2022 Total
	£	£
Counselling and Training	-	-
Westbank carers support	-	-
	-	-

Included in the total of £Nil (2022: £nil) is restricted income of £Nil (2022: £nil). All other income is unrestricted.

4. Other Income

	2023 Total	2022 Total
	£	£
Other income	-	30
	-	30

Included in the total of £nil (2022: £30) is restricted income of £Nil (2022: £Nil). All other income is unrestricted.

Action East Devon Limited
Notes to the Financial Statements (continued)
Year Ended 31 March 2023

5. Expenditure on charitable activities

		2023	2022
	Note	Total	Total
		£	£
Volunteer travel and expenses		292	249
Training		34	216
Direct project costs		10,377	22,452
PR, advertising and website		2,951	4,970
Rent and property costs		15,327	12,809
Staff travel, training and events		1,581	1,547
Stationery, telephone and office expenses		4,462	9,450
Insurances		1,375	1,414
Bank charges		72	96
Salaries, recruitment and staff welfare		142,776	155,853
Legal and professional fees		198	6,555
Redundancy costs		1,676	2,064
Depreciation		885	2,027
(Profit)/loss on disposal		261	-
Accountancy and payroll (excl. IE)		-	-
Governance costs	7	3,516	2,860
		185,783	222,562

Included in the total of £185,783 (2022: £222,562) is expenditure on restricted funds of £141,994 (2022: £163,556). All other expenditure is unrestricted.

Action East Devon Limited
Notes to the Financial Statements (continued)
Year Ended 31 March 2023

6. Net income/(expenditure) for the year

	2023	2022
	Total	Total
	£	£
Operating leases	6,850	6,850
Independent examination and accountancy	3,300	2,762
Depreciation	885	2,027

7. Governance costs

	2023	2022
	Total	Total
	£	£
Board expenses and recruitment	216	98
Independent examination and accountancy	3,300	2,762
	3,516	2,860

All expenditure on governance costs was unrestricted.

8. Employees

	2023	2022
	£	£
Salaries and wages	133,928	146,357
Social security costs	3,000	3,490
Pension contributions	3,460	3,116
	140,388	152,963

The average number of employees during the year was 7 (2022: 14) and the average number of full-time equivalents during the year was 4 (2022: 4). No employees received payment in excess of £60,000.

The key management personnel of the charity are considered to be all the members of the Operational Management Team whose employee benefits total £39,455 (2022: £31,254). There is currently 1 member of the Operational Management Team (2022: 2).

Action East Devon Limited
Notes to the Financial Statements (continued)
Year Ended 31 March 2023

9. Tangible Fixed Assets

	Computer and Office Equipment	Fixtures & Fittings	Project Equipment	Total
	£	£	£	£
Cost at 1 April 2022	14,005	1,644	2,272	17,921
Additions	-	-	-	-
Disposals	(7,418)	(1,644)	(1,110)	(10,172)
Cost at 31 March 2023	6,587	-	1,162	7,749
Depreciation at 1 April 2022	12,124	1,618	2,147	15,889
Charge for year	823	-	62	885
Eliminated on disposal	(7,183)	(1,618)	(1,110)	(9,911)
Depreciation at 31 Mar 2023	5,764	-	1,099	6,863
At 31 March 2023	823	-	63	886
At 31 March 2022	1,881	26	125	2,032

10. Debtors

	2023	2022
	£	£
Trade debtors	-	-
Other debtors	1,713	1,713
Prepayments and accrued income	1,273	909
	2,986	2,622

Action East Devon Limited
Notes to the Financial Statements (continued)
Year Ended 31 March 2023

11. Creditors: Amounts falling due within one year

	2023	2022
	£	£
Trade creditors	2,802	3,468
Accruals	3,542	5,129
Pensions and salaries	-	428
Social security costs	1,887	1,937
	<u>8,231</u>	<u>10,962</u>

12. Unrestricted Funds

	Funds brought forward	Income	Expenditure	Transfers	Fund as at 31 March 2023
	£	£	£	£	£
General Fund	51,916	12,582	(43,789)	14,700	35,409
Designated Fund	96,244	-	-	(46,700)	49,544
	<u>148,160</u>	<u>12,582</u>	<u>(43,789)</u>	<u>(32,000)</u>	<u>84,953</u>

A designated fund has been set aside to cover funding shortfalls in projects that are considered essential to the charity's objectives. The amount designated has been decreased from £96,244 to £49,544 during the year.

13. Restricted Funds

	Funds brought forward	Income	Expenditure	Transfers	Fund as at 31 March 2023
	£	£	£	£	£
Headlight	34,848	98,837	(129,694)	32,976	36,967
Primary School Workshops	-	1,000	(18)	-	982
Forget Me Not	9,864	-	(8,888)	(976)	-
Music Memories and Me	3,044	-	(3,044)	-	-
Youth Voice	-	500	-	-	500
Mental Health Training	1,184	1,500	(350)	-	2,334
	<u>48,940</u>	<u>101,837</u>	<u>(141,994)</u>	<u>32,000</u>	<u>40,783</u>

Action East Devon Limited
Notes to the Financial Statements (continued)
Year Ended 31 March 2023

13. Restricted Funds (continued)

Name of Fund	Description, nature and purpose of the fund
Headlight	Funds received from a range of sources, including trust funds, community groups and individuals, to provide early intervention support for young people experiencing mental health issues, and their parents and carers.
Cranbrook Library	To upgrade IT equipment and support the community library facility.
Forget Me Not	To improve the care and well-being of older people based in East Devon and reduce social isolation - particularly those with memory loss and signs of depression, through the provision of reminiscence services.
Music Memories and Me	To connect and reconnect people living with dementia to their memories using music and photographs.
Hi Vis	To provide activities, classes and a support network to male carers identified in Honiton and Seaton as lonely and socially isolated.
Mental Health Training	To train a member of staff to an adequate and appropriate level to deliver the high level training ' Mental Health First Aid' as agreed with MHFA England as well as the design and delivery of various other forms of mental health awareness training in the community.

2022 – Comparative

	Funds brought forward	Income	Expenditure	Transfers	Fund as at 31 March 2022
	£	£	£	£	£
Headlight	42,788	100,531	(123,469)	14,998	34,848
Cranbrook Library	-	-	-	-	-
Forget Me Not	3,775	22,072	(17,983)	2,000	9,864
Music Memories and Me	12,776	1,621	(11,353)	-	3,044
Hi Vis	10,135	-	(10,135)	-	-
Mental Health Training	-	1,800	(616)	-	1,184
	<u>69,474</u>	<u>126,024</u>	<u>(163,556)</u>	<u>16,998</u>	<u>48,940</u>

Action East Devon Limited
Notes to the Financial Statements (continued)
Year Ended 31 March 2023

14. Analysis of Funds

	General fund	Designated fund	Restricted	2023 Total	2022 Total
	£	£	£	£	£
Tangible Fixed Assets	886	-	-	886	2,032
Net current assets	34,523	49,544	40,783	124,850	195,068
	<u>35,409</u>	<u>49,544</u>	<u>40,783</u>	<u>125,736</u>	<u>197,100</u>

2022 - Comparative

	General fund	Designated fund	Restricted	2022 Total	2021 Total
	£	£	£	£	£
Tangible Fixed Assets	2,032	-	-	2,032	4,059
Net current assets	49,884	96,244	48,940	195,068	277,218
	<u>51,916</u>	<u>96,244</u>	<u>48,940</u>	<u>197,100</u>	<u>281,277</u>

15. Contingent Liabilities

The charity had no contingent liabilities at 31 March 2023.

16. Operating lease commitments

At 31 March 2023 the charity has commitments under non-cancellable leases as follows:

	2023	2022
	£	£
Land and Buildings		
Less than one year	6,850	6,850
Two to five years	13,700	20,550
	<u>20,550</u>	<u>27,400</u>

Action East Devon Limited
Notes to the Financial Statements (continued)
Year Ended 31 March 2023

17. Members' Liability

The company is limited by guarantee. At 31 March 2023, there were 3 members, whose maximum liability in the event of the company being wound up is £10 each.

18. Transactions with Trustees and Other Connected Persons

There were no transactions with Trustees or other connected person in the year.

During the period Trustees received a total of £9 (2022:Nil) in respect of reimbursed expenses incurred on behalf of the Charity.

19. Related Party Transactions

There were no related party transactions requiring disclosure during the year.

20. Reconciliation of net income/(expenditure) to net cash flows from operating activities

	2023	2022
	£	£
Net income/(expenditure) for the reporting period	(71,364)	(84,177)
Adjustments for:		
Depreciation charge	885	2,027
Investment income	(1,644)	(1,032)
Loss on disposal of fixed assets	261	-
(Increase)/ decrease in debtors	(364)	14,942
Increase /(decrease) in creditors	(2,731)	(1,025)
Net cash provided by / (used in) operating activities	(74,957)	(69,265)

ACTION EAST DEVON LTD

England & Wales - Charity number 1134611

Accounts



Action East Devon Limited

Annual Report Year ended 31st March 2022

Action East Devon is a Company Limited by Guarantee registered in England (number 07035905) and registered as a charity in England and Wales (number 1134611).
Registered office: Younghayes Centre, 169 Younghayes Road, Cranbrook, Devon EX5 7DR

Action East Devon Limited
Trustees Report
Year Ended 31 March 2022

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Action East Devon Limited
Trustees Report
Year Ended 31 March 2022

Statement from the Chair

I began last year's Statement from the Chair by referring to the challenges posed by the Covid-19 pandemic, both for the people of East Devon and for the charity itself. I believed Action East Devon to be well placed to continue to provide services, not least through new and innovative solutions.

All the work that has been done in the past year has shown how important the services delivered by Action East Devon are to the community and more details are set out below. The charity has continued to provide services, but the challenges have been significant.

We said a reluctant goodbye to Chief Executive Karen Kelly at the end of September 2021. After steering Action East Devon through the pandemic and helping draft the new Strategic Plan Karen decided that she should take a career break before seeking fresh challenges. The Trustees formally recorded their gratitude to Karen.

We also saw the resignation of two Trustees through pressure of other commitments: Jackie Collins, and Kate Stamp. Both had given much to Action East Devon: Jackie through long service and through being my predecessor as Chair of the Board, and Kate through expert legal advice which secured the charity's future location in the Younghayes Centre in Cranbrook. But we are fortunate to have a skilled and committed Board and expect to recruit new Trustees.

We were fortunate and pleased to welcome Ben Feasey as the new Chief Executive. Formerly heading Action East Devon's 'Headlight' project delivering support for young people's mental health, Ben has brought energy to the charity's work and to planning for the future.

As CEO Ben has introduced a new approach for senior managers to work in conjunction with him as Chief Executive. He has introduced a more formal approach to how our volunteers work, has produced a fundraising strategy and is pressing ahead with enhanced communications including a new website and use of social media. To aid forward thinking, and after two years of remote meetings, Trustees joined with staff and volunteers in a valuable strategy awayday.

We are pleased to have renewed interest in the charity from East Devon District Council and look forward to working more closely in partnership with the Council and other local organisations.

Unfortunately the pandemic has emphasised pressures on the charity's finances. In my Statement last year I noted how our financial reserves had helped Action East Devon through the pandemic and how the Trustees were focused on the future financial security of the charity. We are fortunate in having expert financial advice available to the Board coupled with scrutiny of accounts by the Trustees at every Board meeting.

The pandemic has interrupted the continual search for funding or in some cases caused funders to refocus. While our fundraising strategy is delivering results it appears likely that

Action East Devon Limited
Trustees Report
Year Ended 31 March 2022

the financial year 2022/23 will require some important decisions as the charity seeks to balance the demands on it against the available resource.

However as I recorded last year, I am sure we shall be able to restate and deliver on our commitment to the people of East Devon and surrounding areas to be a leading local charity working with the people, communities and organisations of our area of interest, to create services and support for their wellbeing in response to need.

It is a privilege to be able to work with the Chief Executive, the Trustees, the staff and volunteers in what is an important and valuable service for the people of East Devon.

Graham Fice,
Chair of the Board of Trustees

Action East Devon Limited

Trustees Report

Year Ended 31 March 2022

The Board of Trustees presents the report and financial statements for Action East Devon, formerly East Devon Volunteer Support Agency for the year ending 31 March 2022, which are also prepared to meet the requirements for a Director's Report and Financial Statements for the purposes for the Companies Act.

Action East Devon is a company limited by guarantee and a registered charity.

The Financial Statements comply with the Charities Act 2011 (and any subsequent amendments), with the Companies Act 2006, with the Memorandum and Articles of Association of the charitable company, and with the Statement of Recommended Practice (SORP) for charities preparing their Financial Statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

Objectives and Activities

Action East Devon is an independent charitable body and company limited by guarantee registered in 1998. The Memorandum and Articles of Association set out the governance structures and aims of the organisation.

The Trustees are volunteers from the community and act as Directors for the purposes of company law. The governance of the charity pays due regard to the rules, regulations and good practice recommendations from the Charity Commission, and where appropriate to the UK Corporate Governance Code. The Trustees have also considered an assessment of practice against the Charity Governance Code for smaller charities.

The Board of Trustees ensure that all work of the organisation accords with the Objects of the charity:

- The promotion of any charitable purposes for the benefit of the community, principally but not exclusively East Devon, the charitable purposes being the advancement of education, the protection of health, and the relief of poverty, distress and sickness
- To promote and organise co-operation in achievement of the above purposes

The Trustees also ensure that public benefit is provided through the delivery of outreach projects and services which directly meet the needs of the most vulnerable people in our society, enabling them to achieve a range of health and wellbeing outcomes.

The Trustees confirm that they have had due regard to the Charity Commission's guidance on public benefit when reviewing the charity's aims and objectives, in planning future activities and in setting policy for the year.

The charity's outreach projects and services are delivered in local communities where there is a need and are either free or low cost to ensure maximum accessibility to those in need. The following sections outline our work, achievements and challenges during 2021/22 and the on-going challenges the organisation faces due to the impact of the Covid-19 pandemic.

Achievements and Performance

Projects and services

Forget Me Not

Through 2021/22 AED has gone through many changes in its delivery model, and we are now re-focusing our attention, with a decision to halt delivery of the Forget me Not (FMN) project, due to being unable to deliver it's face to face services due to restrictions on care homes, this being formally agreed in April 2022.

However in the last year FMN has not been idle. FMN has produced 4 editions of the REM times (its magazine) with a readership of approx. 600 across memory cafés, care homes, dementia wards and the Hospice.

Last Christmas FMN worked with 400 local school children to create Christmas cards for care home residents. Each school was provided with resources to complete the cards and information on dementia and memory loss related conditions. This ensured that no care home resident was without a Christmas card.

'Music, memories and me' (an arm of FMN) worked with artists from the Royal Opera House and English National Opera to produce a virtual Christmas concert and sing along. This was professionally recorded and produced; copies were available digitally and via DVD. This concert was distributed across 24 care homes, memory cafés, dementia wards, retirement homes and Hospice care settings. Reaching approx. 600 residents plus carers and family, the performance was also shared widely across 605 churches in the Exeter Diocese and with the elderly parishioners. The project was featured in Spotlight and Devon Live.

Live face to face sing along sessions were also organised and planned but these were cancelled due to the breakout of the Omicron variant.

In agreement with our funders FMN have produced 2 final editions of the REM times, the first is focused on nature and wildlife and the second on Royalty and the Jubilee. We are putting together resource packs for the care homes in order to enable them to run FMN style sessions. Each pack contains session plans, physical objects, visual resources, books and song sheets. The packs will also include an iPad pre-loaded with song recordings and images.

Headlight

Headlight itself has undergone many changes, a new manager took over in Oct 2021 and brought new energy and experience to the role.

The summer of 2021 saw some challenges in terms of delivery. Face to face work being unable to happen, Headlight was adaptive and flexible to this and continued all delivery in some form through the various lockdowns and restrictions. Online group sessions and 1-2-1 sessions took place and care packages for those young people were sent out to remind them there was someone thinking of them. In the various gaps in restrictions we were able to run outdoor activities also.

Action East Devon Limited

Trustees Report

Year Ended 31 March 2022

Covid allowed us to reconsider some of the delivery needs in the area and as such saw the development of our school mentoring service in Sept/Oct 2021, an adapted model to support young people in the college, rather than through a typical Headlight support group. This involved wellbeing mentoring and guidance from trained mental health workers who work 1-2-1 with the students to help improve confidence and their mental health. It's been a very successful operation, with over 20 young people being seen every fortnight at Sidmouth College. In March 2022 we grew our School mentoring service to include Honiton College with over 10 young people being seen every fortnight.

The main focus on all the work for young people in this time period has been with peer support. The work in our group support sessions has been solid and our young people have made some really positive developments, with new friendships blossoming and confidences building with many. Both our senior and junior provisions are well attended and well received by all concerned. There have been a number of new young people referred into the service and were made to feel very welcome by the existing members and staff. Due to an organic loss/transition of several seniors in Axminster, we combined both age groups here for the majority of this reporting period and have recently put plans in place to separate once again now that seniors have more numbers. Headlight is well supported by the local community and the activities and work we do is appreciated by parents and professionals supporting the young people. We have been able to provide some external themed work by bringing in local community groups such as B-Sharp, Dog Therapy Teams and Photography professionals to work with our groups on something different, whether it be music or art.

In addition, 100% of the young people attending the Headlight sessions receive 1-2-1 support from our Mental Health Support Workers, pre and post sessions to assist their involvement in the Headlight provision. Some choose to have more support but as a baseline every individual receives fortnightly 1-2-1 help.

We recruited a new wellbeing worker in Nov 2021 to help support in the Axminster and Sidmouth areas and have several new volunteers supporting our delivery.

Moving Forward

AED has a new Strategic plan in place for 2022-2025 that sees a streamlined delivery model working under three headings; Headlight (peer support and 1-2-1), School mentoring services and children and families support to include such things as training and workshop delivery, transitional support for primary aged children, social action and campaigning and support to parents and care givers to be better able to support their children with their wellbeing.

Our commitments for the future are

- Headlight peer support services will be delivered in 3 market town locations in East Devon.
- School mentoring services available to all year groups at 5 secondary school in East Devon.

Action East Devon Limited
Trustees Report
Year Ended 31 March 2022

- Regular transitional support available for those in school years 5 and 6, to help with the challenges of moving schools and the uncertainty over the last two due to the Covid-19 pandemic, in at least 2 primary settings in East Devon.
- Better access to resources, materials and jargon busting 'help sheets' for all care givers of young people struggling with their mental wellbeing.
- Supporting and collaborating with grassroots local organisations with specialist skills in supporting families and young people in East Devon.
- Upskilling community members and professionals alike with mental health awareness and education through quality training and workshops.
- Promoting youth voice in wellbeing and mental health services through specific mental health forums and social action groups.
- Influencing decision makers to make the right changes that better support those that need it.
- Ensuring the organisation has effective processes and procedures.

Action East Devon Limited
Trustees Report
Year Ended 31 March 2022

Financial Review

The total income for the year was £138,385 of which £126,024 was restricted. There was an unrestricted deficit of £46,645 and a restricted deficit of £37,532 for the year, giving an overall deficit of £84,177.

Total funds carried forward, after transfers, were £197,100 of which £48,940 was restricted. These restricted funds relate to grant monies paid in advance for project delivery during 2021/22.

Reserves Policy

The Trustees have considered the impact of the Covid-19 pandemic on the organisation and have taken a prudent but progressive view in determining how funds should be used to not only protect the organisation but to invest in the future of the charity.

The existing Funding Deficits and Project Development designated fund now stands at £81,544, £47,000 of which is budgeted for use in 2022/23. This is intended to cover potential funding shortfalls and to look at alternative ways of fundraising for projects that are essential to the charity's objectives, to research and develop projects and services in line with new and changing needs of our client groups post pandemic.

The charity also holds a further £14,700 designated for Infrastructure Investment. Informed by the experience of restrictions during the pandemic, this fund will allow the charity to downsize to a smaller base to reflect the new working pattern of home based and office-based personnel; invest in new information and communications technology systems and equipment to improve capacity for remote working; develop and implement new digital ways of working.

In addition to these designated funds, the charity holds £49,884 in free reserves, which the Trustees consider to be an appropriate level to provide for a controlled close down of the charity, should this arise.

The Reserves policy is kept under active review.

Action East Devon Limited
Trustees Report
Year Ended 31 March 2022

Structure, Management and Governance

Governing Document

Action East Devon Limited was incorporated on 1 October 2009 (company number 07035905), became a registered charity on 2 March 2010 with a new charity number 1134611, and commenced activities on 1 April 2010. The new company took over from the former charitable company, East Devon Voluntary Support Agency, and all assets were transferred to the incorporated charity. The Trustees are also Directors for the purposes of company law.

The Memorandum and Articles of Association of Action East Devon set out governance structures and aims of the organisation. They describe the operating framework, detailing the Objects, Powers, Membership and Honorary Officers, and outline the protocols for the operation of the Board of Trustees and the Annual General Meeting. The Memorandum and Articles of Association provide information and guidance to ensure that the Trustees are fulfilling their obligations under company and charity law, ensuring that the organisation is accountable and transparent to those it serves.

Trustee Recruitment, Induction and Training

Action East Devon continually reviews the composition of its Board of Trustees to ensure members' skills meet the needs of the organisation, service users and the local community.

All potential new Trustees are interviewed and are given the opportunity to observe a Board meeting before being formally invited to become a Trustee and Director. Induction provides information about Trustee and Directors' role and responsibilities together with meetings with the Chair, Chief Executive and Project Leads where appropriate, to further understanding of the work of the organisation.

Governance

While more frequent (but remote) meetings have been necessary during the pandemic the Board of Trustees normally meet four times a year with an Annual General Meeting held at an appropriate date in Autumn of each year. During the reporting year the Board agreed to the designation of a Vice-Chair to assist the Chair in the increasingly complex business of the charity's governance.

The Chief Executive Officer, Finance Manager, and other managers as required prepare and deliver reports to the Board. Risk is kept under active review by the Trustees who have also adopted a number of key policies to guide governance and operations. All policies are kept under active review.

Contract changes

None during 2021/22.

Action East Devon Limited
Trustees Report
Year Ended 31 March 2022

Impact of Covid-19

The Covid-19 pandemic has continued to impact the charity's operations throughout the reporting year. The comment last year must stay unchanged about challenges operationally, financially and in terms of governance. Use was made of the government's Job Retention Scheme where appropriate during the period.

Through the flexibility and innovative approaches adopted by staff, coupled with the charity's investment in new technology, two projects - Headlight and Forget Me Not - were moved to digital based delivery. The Trustees met remotely as permitted in the Memorandum and Articles of Association.

At every Board meeting the Trustees reviewed operations to balance the services delivered against regulations and guidance, and to ensure the health and wellbeing of staff and volunteers. The situation nationally and locally varied from time to time as lockdown was lifted but fresh restrictions imposed as the infectious Omicron variant emerged at the end of 2021.

Face to face group work restarted for Headlight after a period of online working. That had included online group support, online and phone 1-2-1 support, weekly checks via phone or text and care packages. Forget Me Not activity remained remote, but care homes received magazines, reminiscence boxes for use by care home staff, and loan of iPads with a specially developed app focused on the 1940s, 50s and 60s. The charity prepared a special CD and other resources for care homes for Christmas 2021, and this was featured on the local BBC news.

In September 2021 the Trustees considered progress against the charity's pandemic 'exit strategy' including the health and safety of staff returning to work. The extensive government and other guidance on vaccination requirements relating to workers in care homes was discussed for Forget Me Not staff. While initial agreement was for Forget Me Not staff to continue to work from home the Trustees agreed in December 2021 that a double vaccination should be required for staff.

Emergence of the Omicron variant around the end of 2021 caused a reversion to remote operation but full return to work and face to face delivery resumed when permitted in early 2022.

With a careful Reserves policy in place the charity was able to continue its core services with appropriate adjustment of targets/outcomes for projects. However as noted above the pandemic has posed challenges for the charity's finances and re-evaluation of services against demand and the funding available. The proposed launch of a wellbeing support service was not pursued.

The Trustees are aware that in the longer term there will be a greater call on the main funders to provide support to the charitable and voluntary sector, and have, therefore, taken a prudent approach to managing finances in order to protect the long-term sustainability of the organisation.

Action East Devon Limited
Trustees Report
Year Ended 31 March 2022

Reference and Administrative Information

Charity Name:	Action East Devon ('Charitable Company')
Charity Registration Number:	1134611
Company Number:	07035905
Registered Office and Address:	The Younghayes Centre 169 Younghayes Road Cranbrook East Devon EX5 7DR
Telephone:	01404 549045
Website:	www.actioneastdevon.org.uk
Independent Examiner:	Neil Hitchings FCA Francis Clark LLP Centenary House Peninsula Park Rydon Lane Exeter EX2 7XE
Bankers:	CAF Bank Limited 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
Trustees	
Chair	Graham Fice
Trustees	Christopher Botham (Vice-Chair and Honorary Treasurer) Jackie Collins (resigned 1 January 2022) Katherine Stamp (resigned 1 January 2022) William Flint Dr David Leeder (appointed 11 May 2021)
East Devon District Council Representatives (Observers)	Cllr Megan Armstrong Cllr Tony McCollum
Company Secretary and Chief Executive	Karen Kelly (to 30 September 2021) Ben Feasey (from 1 October 2021)

Action East Devon Limited
Trustees Report
Year Ended 31 March 2022

Statement of Trustees' Responsibilities

The trustees (who are also directors of Action East Devon) for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires trustees 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 that period. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees 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. 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.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and was approved by the Trustees on 14 September 2022.

Signed on their behalf by

.....

Graham Fice, Chair of the Board

Action East Devon Limited

Independent Examiners Report to the Trustees' of Action East Devon

Year Ended 31 March 2022

I report to the charity trustees on my examination of the financial statements of the Charitable Company for the year ended 31 March 2022.

Responsibilities and basis of report

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

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

Independent examiner's statement

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:

accounting records were not kept in respect of the Charitable Company as required by section 386 of the 2006 Act; or

the financial statements do not accord with those records; or

the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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

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.

Neil Hitchings FCA
Francis Clark LLP
Chartered Accountants
Centenary House
Peninsula Park
Rydon Lane
Exeter
EX2 7XE

Date : 14 September 2022

Action East Devon Limited
Statement of Financial Activities (Including Income & Expenditure Account)
Year Ended 31 March 2022

	Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
Income:						
Donations & legacies	2	11,299	-	126,024	137,323	196,513
Income from charitable activities	3	-	-	-	-	362
Investment income		1,032	-	-	1,032	1,605
Other income	4	30	-	-	30	-
Total income		<u>12,361</u>	<u>-</u>	<u>126,024</u>	<u>138,385</u>	<u>198,480</u>
Expenditure:						
Expenditure on charitable activities	5	(59,006)	-	(163,556)	(222,562)	(226,663)
Total expenditure		<u>(59,006)</u>	<u>-</u>	<u>(163,556)</u>	<u>(222,562)</u>	<u>(226,663)</u>
Net income/(expenditure)		(46,645)	-	(37,532)	(84,177)	(28,183)
Transfers between funds		42,841	(59,839)	16,998	-	-
Net movement in funds		<u>(3,804)</u>	<u>(59,839)</u>	<u>(20,534)</u>	<u>(84,177)</u>	<u>(28,183)</u>
Funds at 31 March 2021		<u>55,720</u>	<u>156,083</u>	<u>69,474</u>	<u>281,277</u>	<u>309,460</u>
Funds at 31 March 2022		<u>51,916</u>	<u>96,244</u>	<u>48,940</u>	<u>197,100</u>	<u>281,277</u>

Action East Devon Limited
Balance Sheet
Year Ended 31 March 2022

	Note	2022 £	2021 £
Fixed assets			
Tangible assets	9	2,032	4,059
Current assets			
Debtors	10	2,622	17,564
Cast at bank and in hand		203,408	271,641
Total current assets		206,030	289,205
Liabilities			
Creditors falling due within one year	11	(10,962)	(11,987)
Net Current Assets		195,068	277,218
Net Assets		197,100	281,277
The Funds of the Charity			
General funds	12	51,916	55,720
Designated funds	12	96,244	156,083
Restricted funds	13	48,940	69,474
		197,100	281,277

For the financial year ending 31 March 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

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

These financial statements have been prepared and delivered in accordance with the special provisions relating to companies subject to the small companies regime within part 15 of the Companies Act 2006.

Approved and authorised by the Board on 14 September 2022 and signed on its behalf by

.....

Graham Fice
Company Registration Number: 07035905

Action East Devon Limited
Cashflow Statement
Year Ended 31 March 2022

	Note	2022 £	2021 £
Cash (used in) / provided by operating activities	20	(69,265)	(48,776)
Cashflows from investing activities			
Dividends, interest, and rents from investment		1,032	1,605
Purchase of property and equipment		-	(6,895)
Cash provided (used in) / provided by investing activities		1,032	(5,290)
Changes in cash and cash equivalents in the reporting period		(68,233)	(54,066)
Cash and cash equivalents at the beginning of the reporting period		271,641	325,707
Cash and cash equivalents at the end of the reporting period		203,408	271,641

Action East Devon Limited
Notes to the Financial Statements
Year Ended 31 March 2022

1. Accounting Policies

The principle accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of preparation

The financial statements have been prepared in accordance with 'Accounting and Reporting by Charities: Statement of Recommended Practice' applicable to charities preparing their financial statements in accordance with the Charities SORP (FRS102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

The charity meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The charity is incorporated in England and Wales, details of its registered office can be found in the reference and administration section of the Trustees Report.

The Charity now has a new Strategic Plan in place for 2022-2025 that clearly outlines the areas of delivery and proposed growth. This coincides with a new fundraising Strategy that identifies the areas and amounts of funding needed from a variety of sources to ensure sustainable growth.

We have sufficient designated funds to ensure continuity of our work during this transition phase and, on that basis, the Trustees consider that the charity will continue as a going concern for at least the next twelve months.

The functional currency of the charity is Pounds Sterling.

b) Income

Grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance. Where income is received in advance of performance its recognition is deferred and included in creditors. Where entitlement occurs before income is received the income is accrued.

Coronavirus Job Retention Scheme (CJRS) income is recognised when it is receivable. CJRS income is accounted for as unrestricted funds and recognised in donations.

c) Expenditure

Expenditure is recognised on an accruals basis when a liability is incurred. Expenditure includes attributable VAT which cannot be recovered.

Allocation of Expenditure: Management and administration and support costs comprise all the expenditure of the Charity. The Charity does not provide direct grants for Charitable purposes.

d) Fund Accounting

General unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds are unrestricted funds which the trustees have decided to set aside for a specific purpose.

Restricted funds are funds to be used in accordance with specific restrictions imposed by the donor or which have been raised by the charity for particular purposes. Expenditure which meets the criteria specified is charged to the fund.

Action East Devon Limited
Notes to the Financial Statements (continued)
Year Ended 31 March 2022

e) Tangible Fixed Assets and Depreciation

Fixed assets costing in excess of £250 are shown on the balance sheet at historical cost less depreciation. Depreciation is calculated at the following rates to write off the cost less residual value of each asset over its expected useful life:

Fixtures and fittings	40% Reducing Balance
Computer and office equipment	50% Reducing Balance
Project equipment	50% Reducing Balance

f) Operating Leases

Rentals applicable to operating leases where substantially all the benefits and risks of ownership remain with the lessor are charged against profits on a straight-line basis over the period of the lease.

g) Pensions

The Charity pays contributions equivalent to 5% of qualifying earnings where the staff make at least some contribution.

h) Financial Instruments

Action East Devon only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. The Charity currently holds:

- Trade debtors and trade creditors; details of these can be found in notes 10 and 11.

Action East Devon Limited
Notes to the Financial Statements (continued)
Year Ended 31 March 2022

2. Donations and Legacies

	2022	2021
	Total	Total
	£	£
Big Lottery	60,000	77,564
E Devon District Council	11,800	10,000
Ashfords Foundation	1,621	3,123
Postcode Community Trust	-	-
Other Donations	5,257	3,483
Garfield Weston	15,000	-
Greenhall Foundation	-	-
Taunton & Pickering Golf Club	-	-
Masonic Charitable Foundation	-	12,000
Northbrook Trust	10,000	10,000
Devon Community Foundation	-	-
Ottery Help Scheme	-	4,500
Ottery Hospital League of Friends	750	4,500
Devon County Council	-	543
BBC Children in Need	12,581	24,892
Sid Valley Help Scheme	10,000	10,000
Government CJRS Grant	1,314	35,908
Norman Family Trust	5,000	-
David Gibbons Foundation	4,000	-
	137,323	196,513

Included in the total of £137,323 (2021: £196,513) is restricted income of £126,024 (2021: £148,764). All other income is unrestricted.

Action East Devon Limited
Notes to the Financial Statements (continued)
Year Ended 31 March 2022

3. Income from Charitable Activities

	2022 Total	2021 Total
	£	£
Counselling and Training	-	362
Westbank carers support	-	-
	-	362

Included in the total of £Nil (2021: £362) is restricted income of £Nil (2021: £362). All other income is unrestricted.

4. Other Income

	2022 Total	2021 Total
	£	£
Other income	30	-
	30	-

Included in the total of £30 (2021: £Nil) is restricted income of £Nil (2021: £Nil). All other income is unrestricted.

Action East Devon Limited
Notes to the Financial Statements (continued)
Year Ended 31 March 2022

5. Expenditure on charitable activities

		2022	2021
	Note	Total	Total
		£	£
Volunteer travel & expenses		249	-
Training		216	40
Direct project costs		22,452	7,791
PR, advertising & website		4,970	1,667
Rent & property costs		12,809	15,223
Staff travel, training & events		1,547	864
Stationery, telephone & office expenses		9,450	6,762
Insurances		1,414	1,585
Bank charges		96	69
Salaries, recruitment & staff welfare		155,853	181,240
Legal and Professional fees		6,555	-
Redundancy costs		2,064	2,230
Unrecoverable VAT		-	898
Depreciation		2,027	4,128
Accountancy & payroll (excl. IE)		-	-
Governance costs	7	2,860	4,126
Bad debts written off		-	40
		222,562	226,663

Included in the total of £222,562 (2021: £226,663) is expenditure on restricted funds of £163,556 (2021: £150,276). All other expenditure is unrestricted.

Action East Devon Limited
Notes to the Financial Statements (continued)
Year Ended 31 March 2022

6. Net income/(expenditure) for the year

	2022	2021
	Total	Total
	£	£
Operating leases	6,850	6,850
Independent examination & accountancy	2,762	2,998
Depreciation	2,027	4,128

7. Governance costs

	2022	2021
	Total	Total
	£	£
Board expenses & recruitment	98	1,128
Independent examination & accountancy	2,762	2,998
	2,860	4,126

All expenditure on Governance costs was unrestricted.

8. Employees

	2022	2021
	£	£
Salaries and wages	146,357	172,503
Social security costs	3,490	3,783
Pension contributions	3,116	3,756
	152,963	180,042

The average number of employees during the year was 14 (2021: 17) and the average number of full-time equivalents during the year was 4 (2021: 4). No employees received payment in excess of £60,000.

The key management personnel of the charity are considered to be all the members of the Operational Management Team whose employee benefits total £31,254 (2021: £29,448). There is currently 2 members of the Operational Management Team (2021: 1).

Action East Devon Limited
Notes to the Financial Statements (continued)
Year Ended 31 March 2022

9. Tangible Fixed Assets

	Computer and Office Equipment	Fixtures & Fittings	Project Equipment	Total
	£	£	£	£
Cost at 1 April 2021	14,005	1,644	2,272	17,921
Additions	-	-	-	-
Cost at 31 March 2022	14,005	1,644	2,272	17,921
Depreciation at 1 April 2021	10,241	1,600	2,021	13,862
Charge for year	1,883	18	126	2,027
Depreciation at 31 Mar 2022	12,124	1,618	2,147	15,889
At 31 March 2022	1,881	26	125	2,032
At 31 March 2021	3,764	44	251	4,059

10. Debtors

	2022	2021
	£	£
Trade debtors	-	2,250
Other debtors	1,713	1,714
Prepayments and accrued income	909	13,600
	2,622	17,564

Action East Devon Limited
Notes to the Financial Statements (continued)
Year Ended 31 March 2022

11. Creditors: Amounts falling due within one year

	2022	2021
	£	£
Trade creditors	3,468	6,186
Accruals	5,129	2,938
Pensions and salaries	428	473
Social security costs	1,937	2,390
	10,962	11,987

12. Unrestricted Funds

	Funds brought forward	Income	Expenditure	Transfers	Fund as at 31 March 2022
	£	£	£	£	£
General Fund	55,720	12,361	(59,006)	42,841	51,916
Designated Fund	156,083	-	-	(59,839)	96,244
	211,803	12,361	(59,006)	(16,998)	148,160

A designated fund has been set aside to invest in restructuring and repositioning the charity to ensure its long-term sustainability and to cover potential funding shortfalls in projects that are considered essential to the charity's objectives. The amount designated has been decreased from £156,083 to £96,244 during the year.

13. Restricted Funds

	Funds brought forward	Income	Expenditure	Transfers	Fund as at 31 March 2022
	£	£	£	£	£
Headlight	42,788	100,531	(123,469)	14,998	34,849
Cranbrook Library	-	-	-	-	-
Forget Me Not	3,775	22,072	(17,983)	2,000	9,864
Music Memories and Me	12,776	1,621	(11,353)	-	3,044
Hi Vis	10,135	-	(10,135)	-	-
Mental Health Training	-	1,800	(616)	-	1,184
	69,474	126,024	(163,556)	16,998	48,940

Action East Devon Limited
Notes to the Financial Statements (continued)
Year Ended 31 March 2022

13. Restricted Funds (continued)

Name of Fund	Description, nature and purpose of the fund
Headlight	Funds received from a range of sources, including trust funds, community groups and individuals, to provide early intervention support for young people experiencing mental health issues, and their parents and carers.
Cranbrook Library	To upgrade IT equipment and support the community library facility.
Forget Me Not	To improve the care and well-being of older people based in East Devon and reduce social isolation - particularly those with memory loss and signs of depression, through the provision of reminiscence services.
Music Memories and Me	To connect and reconnect people living with dementia to their memories using music and photographs.
Hi Vis	To provide activities, classes and a support network to male carers identified in Honiton and Seaton as lonely and socially isolated.
Mental Health Training	To train a member of staff to an adequate and appropriate level to deliver the high level training 'Mental Health First Aid' as agreed with MHFA England as well as the design and delivery of various other forms of mental health awareness training in the community.

2021 – Comparative

	Funds brought forward	Income	Expenditure	Transfers	Fund as at 31 March 2021
	£	£	£	£	£
Headlight	39,521	102,470	(100,604)	1,401	42,788
Cranbrook Library	-	2,129	(2,129)	-	-
Forget Me Not	7,562	13,840	(17,627)	-	3,775
Music Memories and Me	16,107	3,123	(6,454)	-	12,776
Hi Vis	6,033	27,564	(23,462)	-	10,135
	<u>69,223</u>	<u>149,126</u>	<u>(150,276)</u>	<u>-</u>	<u>69,474</u>

Action East Devon Limited
Notes to the Financial Statements (continued)
Year Ended 31 March 2022

14. Analysis of Funds

	General fund	Designated fund	Restricted	2022 Total	2021 Total
	£	£	£	£	£
Tangible Fixed Assets	2,032	-	-	2,032	4,059
Net current assets	49,884	96,244	48,940	195,068	277,218
	<u>51,916</u>	<u>96,244</u>	<u>48,940</u>	<u>197,100</u>	<u>281,277</u>

2021 - Comparative

	General fund	Designated fund	Restricted	2021 Total	2020 Total
	£	£	£	£	£
Tangible Fixed Assets	4,059	-	-	4,059	1,292
Net current assets	51,661	156,083	69,474	277,218	308,168
	<u>55,720</u>	<u>156,083</u>	<u>69,474</u>	<u>281,277</u>	<u>309,460</u>

15. Contingent Liabilities

The charity had no contingent liabilities at 31 March 2022

16. Operating lease commitments

At 31 March 2022 the charity has commitments under non-cancellable leases as follows:

	2022	2021
	£	£
Land and Buildings		
Less than one year	6,850	6,850
Two to five years	20,550	27,400
	<u>27,400</u>	<u>34,250</u>

Action East Devon Limited
Notes to the Financial Statements (continued)
Year Ended 31 March 2022

17. Members Liability

The company is limited by guarantee. At 31 March 2022, there were 4 members, whose maximum liability in the event of the company being wound up is £10 each.

18. Transactions with Trustees and Other Connected Persons

There were no transactions with Trustees or other connected person in the year.

During the period Trustees received a total of £Nil (2021:Nil) in respect of reimbursed expenses incurred on behalf of the Charity.

19. Related Party Transactions

There were no related party transactions requiring disclosure during the year.

20. Reconciliation of net income/(expenditure) to net cash flows from operating activities

	2022 £	2021 £
Net income/(expenditure) for the reporting period	(84,177)	(28,183)
Adjustments for:		
Depreciation charge	2,027	4,128
Investment income	(1,032)	(1,605)
(Increase)/ decrease in debtors	14,941	(6,604)
Increase /(decrease) in creditors	(1,025)	(16,512)
Net cash provided by / (used in) operating activities	(69,265)	(48,776)

ACTION EAST DEVON LTD

England & Wales - Charity number 1134611

Accounts



Action East Devon Limited

Annual Report Year ended 31st March 2021

Action East Devon is a Company Limited by Guarantee registered in England (number 07035905) and registered as a charity in England and Wales (number 1134611).
Registered office: Younghayes Centre, 169 Younghayes Road, Cranbrook, Devon EX5 7DR

Action East Devon Limited
Trustees Report
Year Ended 31 March 2021

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Action East Devon Limited
Trustees Report
Year Ended 31 March 2021

Statement from the Chair

The Chair of Action East Devon in 2019/20, Jackie Collins, concluded her forward to the Trustees Annual Report for that year with these words: 'The Covid-19 pandemic, starting at the end of this financial year, will bring further challenges for vulnerable people in the foreseeable future. We believe we are well placed to provide continued support to this group with the use of new and innovative solutions.'

As the nation seeks to recover from the Covid19 pandemic it is my privilege to pay tribute to the work of Jackie Collins who stood down as Chair at the November 2020 AGM, to all the staff and the volunteers of Action East Devon. Led so well by Karen Kelly as Chief Executive all involved with the charity responded ably and flexibly to support our local communities in the past year which, as we are all acutely aware, has seen many challenges both for individuals and for organisations. More details of how Action East Devon responded to the pandemic are in the section below 'Impact of Covid-19'. All the work that has been done in the past year has shown how important the services delivered by Action East Devon are to the community.

With the recruitment of new skilled and committed members the Trustees are determined to build for the future. The Trustees Annual Report for 2019/20 reflected on the loss of a substantial contract (Westbank) and some consequential restructuring. The charity was fortunate in having financial reserves which has helped through the pandemic, and the Trustees are now focused on the financial security of the charity for the future. Details of the Reserves policy are in the section below 'Reserves policy'.

Our last Strategic Plan took us up to the point when the pandemic struck and it is appropriate now to produce a new Plan. Action East Devon has clarity for the next few years over its base in Cranbrook although our work will take us across East Devon and more widely in the county to the point of need. We are pleased to have renewed interest in the charity from East Devon District Council and look forward to working more closely in partnership with the Council to support recovery from the pandemic. We are also keen to work in a supportive and enabling way with the several community groups which have sprung up in the area during the pandemic.

The financial year 2021/22 will see the first steps towards our new Strategic Plan being put in to place. I am sure we shall be able to restate and deliver on our commitment to the people of East Devon and beyond: to be a leading local charity working with the people, communities and organisations of East Devon, and more widely in Devon, to create services and support for their wellbeing in response to need.

Graham Fice,
Chair of the Board of Trustees

Action East Devon Limited

Trustees Report

Year Ended 31 March 2021

The Board of Trustees presents the report and financial statements for Action East Devon, formerly East Devon Volunteer Support Agency for the year ending 31 March 2021, which are also prepared to meet the requirements for a Director's Report and Financial Statements for the purposes for the Companies Act.

Action East Devon is a company limited by guarantee and a registered charity.

The Financial Statements comply with the Charities Act 2011 (and any subsequent amendments), with the Companies Act 2006, with the Memorandum and Articles of Association of the charitable company, and with the Statement of Recommended Practice (SORP) for charities preparing their Financial Statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

Objectives and Activities

Action East Devon is an independent charitable body and company limited by guarantee registered in 1998. The Memorandum and Articles of Association set out the governance structures and aims of the organisation.

The Trustees are volunteers from the community and act as Directors for the purposes of company law. The governance of the charity pays due regard to the rules, regulations and good practice recommendations from the Charity Commission, and where appropriate to the UK Corporate Governance Code.

The Board of Trustees ensure that all work of the organisation accords with the Objects of the charity:

- The promotion of any charitable purposes for the benefit of the community, principally but not exclusively East Devon, the charitable purposes being the advancement of education, the protection of health, and the relief of poverty, distress and sickness
- To promote and organise co-operation in achievement of the above purposes

The Trustees also ensure that public benefit is provided through the delivery of outreach projects and services which directly meet the needs of the most vulnerable people in our society, enabling them to achieve a range of health and wellbeing outcomes.

The Trustees confirm that they have had due regard to the Charity Commission's guidance on public benefit when reviewing the charity's aims and objectives, in planning future activities and in setting policy for the year.

The charity's outreach projects and services are delivered in local communities where there is a need and are either free or low cost to ensure maximum accessibility to those in need. The following sections outline our work, achievements and challenges during 2020/21 and the on-going challenges the organisation faces due to the impact of the Covid-19 pandemic.

Achievements and Performance

Projects and services

We entered 2020/21 amid the first full national lockdown with restrictions, aimed at minimising the spread and impact of the virus, limiting every aspect of life and work.

The organisation had to act quickly and decisively to keep services operating whilst ensuring the safety of everyone involved.

With all staff instructed to work from home, we quickly set up systems and processes that enabled us to continue to operate. Initially every day brought a new challenge that required a response and often a change in how we were used to working. As we moved through the different levels of restrictions and the new guidance that accompanied them, we responded swiftly to make the necessary changes. Everyone from Trustees to Volunteers 'stepped up to the plate' and took responsibility within their roles to keep the organisation working to support people.

As the pandemic progressed and subsequent restrictions introduced and altered, it became very apparent that this situation was a long-term one. This resulted in the Board having to make decisions to protect the future viability of the organisation to provide support services through our projects. We utilised the government's Coronavirus Job Retention Scheme (CJRS) and placed some staff on furlough whilst others adapted quickly to new ways of working. Additional (virtual) Board meetings were held to discuss and decide on risk assessments; financial planning; and the operational viability of services. All funders were contacted and agreement sought and gained to alter key performance indicators and to revise project budgets.

Below are the details of the actions we took for each of our services and the achievements we had during 2020/21.

Counselling for Carers (C4C)

Once the first lockdown began, we suspended the C4C service and placed staff on to the Coronavirus Job Retention Scheme (furlough). We were unable to move this service to an online platform as the trainee counsellors we used to provide the service were not qualified to deliver counselling virtually or over the phone. Before going onto the furlough scheme, staff personally contacted all those using C4C to discuss alternative support services available in their locality. Everyone was offered the option of a regular welfare call.

When it became clear that lockdowns and restrictions were going to continue for some time Trustees made the difficult decision to permanently close the C4C service. The project was wound up and closed in September 2020 with staff being re-deployed within the organisation.

Action East Devon Limited
Trustees Report
Year Ended 31 March 2021

Hi Vis Male Carers Project

This project, which supports male carers living in the Seaton area of East Devon, was scheduled to end 31.3.21 when the grant came to an end. Due to a suspension of face to face work and the project manager being furloughed for the first half of the year, the way we supported people shifted to regular telephone calls. This kept the people who had been using the service connected with us and with each other. We were also able to signpost people to local services and support networks that had sprang up in their communities. Once restrictions lifted and the project manager returned from furlough, we re-instated face to face work on a one-to-one basis. This was much appreciated. Despite the challenges encountered 55 carers continued to receive support during this time. The funders were kept informed of all changes to service delivery and were exceptionally supportive. Due to using the CJRS and the fact that events we had planned were cancelled, meant we did have a significant underspend on the project. Negotiations with the funders resulted in them agreeing to us carrying the underspend over until 2021/22 providing we spent it all and wrapped up the project by 30th June 2021. The male carers element of the project was extended and, after consultations with colleagues and professionals working in Cranbrook, and with the agreement of the funders we were able to run three short term projects in the town. They all ended in June 2021.

Honiton Mental Health Friendly Town Project

This Devon County Council funded service was due to be completed by 31.3.2020. The final piece of work was an event scheduled to be held in Honiton and the end of March 2020. Local residents, representatives from various organisations and owners of local businesses were due to come together to discuss and agree how they would take part in making Honiton a mental health friendly town. The first lockdown was announced a few days before the event was due to take place. The event was postponed and a member of staff (whose post was due to be made redundant at the end of the project) was placed onto the Coronavirus Job Retention Scheme (furlough). We successfully negotiated an extension to the end of the project and the plan was to hold the event later in the year. However, when it became apparent that the future lifting of restrictions was uncertain and after considering the possibility of holding the event virtually, with the agreement of the funders, we made the decision to cancel the event. The staff member was brought back from furlough to produce a comprehensive evaluation report which was enthusiastically received by Devon County Council and by partners and colleagues in Honiton.

Cranbrook Library

The grant from Devon County Council for the part-time running of Cranbrook Library came to an end during 2020/21. Due to the restrictions on the use of communal spaces by the general public, Action East Devon decided not to reapply for the grant and facilitated the handover of the running of the library to Cranbrook Town Council.

Action East Devon Limited

Trustees Report

Year Ended 31 March 2021

Forget Me Not

Despite the Forget Me Not team being unable to deliver the usual reminiscence sessions in care homes during 2020/21, they were still able to provide some support to not only care home residents but to care staff too. Through newsletters, small gifts and care packages, YouTube videos, loaning artifacts from our reminiscence collection, acting as a hub for the distribution of PPE to care staff, passing cards and messages on from local schools to care home residents, and keeping in touch via phone and email, meant we were able to keep connected with the hundreds of people we support in Devon. Our funders approved changes to how we had to deliver the service and supported the new initiatives.

Music Memory and Me

All events we had planned for the Music Memory and Me project had to be postponed or cancelled during 2020/21. Instead, we shifted to using YouTube to upload various, themed, musical performances that could be watched and shared not only by people living in care homes but by the wider public too. The project manager has built on the success of this through linking the singalongs with the Forget Me Not newsletters. The feedback has been very positive. In addition to the YouTube videos, iPads, loaded with music, photographs and film clips, were loaned to various individuals and care homes for them to use to reconnect with memories. The funders have been very supportive throughout and have agreed that the underspend of the grant can be used to extend the project until the end of December 2021.

Headlight

The restrictions imposed during the first lockdown meant a suspension of face to face peer support sessions and one to one support sessions for those young people using Headlight. The Headlight team were quick to come up with a creative alternative to this challenge. Peer support sessions were moved to an online platform where young people could continue to have regular contact with friends and with Headlight staff and volunteers. Session plans were adapted to work online, and new policies and procedures were issued to ensure the safety of participants. One to one support sessions were conducted via video calls, texts, and telephone calls. This enabled young people and headlight staff to remain connected. In addition to the live online support, the team produced a number of YouTube videos on mindfulness techniques. We also sent young people small 'care packages' to help them deal with the impact of being isolated from their usual support networks. As the restrictions changed, we opened up the face to face work in a controlled way to maximise the safety of participants, staff and volunteers.

The planned opening of Headlight in Sidmouth was postponed from April 2020 to October 2020. This was agreed with the funders who fully understood and supported the reasons for doing this.

Action East Devon Limited
Trustees Report
Year Ended 31 March 2021

Financial Review

The total income for the year was £198,480 of which £149,126 was restricted. There was an unrestricted deficit of £27,033 and a restricted deficit of £1,150 for the year, giving an overall deficit of £28,183.

Total funds carried forward, after transfers, were £281,277 of which £69,474 was restricted. These restricted funds relate to grant monies paid in advance for project delivery during 2021/22.

Reserves Policy

The Trustees have considered the impact of the Covid-19 pandemic on the organisation and have taken a prudent but progressive view in determining how funds should be used to not only protect the organisation but to invest in the future of the charity.

The existing Funding Deficits and Project Development designated fund now stands at £106,380, £58,000 of which is budgeted for use in 2021/22. This is intended to cover potential funding shortfalls and to look at alternative ways of fundraising for projects that are essential to the charity's objectives, to research and develop projects and services in line with new and changing needs of our client groups post pandemic.

The charity also holds a further £49,700 designated for Infrastructure Investment. Informed by the experience of restrictions during the pandemic, this fund will allow the charity to downsize to a smaller base to reflect the new working pattern of home based and office-based personnel; invest in new information and communications technology systems and equipment to improve capacity for remote working; develop and implement new digital ways of working.

In addition to these designated funds, the charity holds £51,661 in free reserves, which the Trustees consider to be an appropriate level to provide for a controlled close down of the charity, should this arise.

The Reserves policy is kept under active review.

Action East Devon Limited
Trustees Report
Year Ended 31 March 2021

Structure, Management and Governance

Governing Document

Action East Devon Limited was incorporated on 1 October 2009 (company number 07035905), became a registered charity on 2 March 2010 with a new charity number 1134611, and commenced activities on 1 April 2010. The new company took over from the former charitable company, East Devon Voluntary Support Agency, and all assets were transferred to the incorporated charity. The Trustees are also Directors for the purposes of company law.

The Memorandum and Articles of Association of Action East Devon set out governance structures and aims of the organisation. They describe the operating framework, detailing the Objects, Powers, Membership and Honorary Officers, and outline the protocols for the operation of the Board of Trustees and the Annual General Meeting. The Memorandum and Articles of Association provide information and guidance to ensure that the Trustees are fulfilling their obligations under company and charity law, ensuring that the organisation is accountable and transparent to those it serves.

Trustee Recruitment, Induction and Training

Action East Devon continually reviews the composition of its Board of Trustees to ensure members' skills meet the needs of the organisation, service users and the local community.

All potential new Trustees are interviewed and are given the opportunity to observe a Board meeting before being formally invited to become a Trustee and Director. Induction provides information about Trustee and Directors' role and responsibilities together with meetings with the Chair, Chief Executive and Project Leads where appropriate, to further understanding of the work of the organisation.

Governance

While more frequent (but remote) meetings have been necessary during the pandemic the Board of Trustees normally meet four times a year with an Annual General Meeting held at an appropriate date in Autumn of each year. The Chief Executive Officer, Finance Manager, and other managers as required prepare and deliver reports to the Board. Risk is kept under active review by the Trustees who have also adopted a number of key policies to guide governance and operations. All policies are kept under active review.

Contract changes

None during 2020/21.

Action East Devon Limited
Trustees Report
Year Ended 31 March 2021

Impact of Covid-19

As the financial year 2019/20 came to end the charity was faced with the Covid-19 pandemic and the measures put in place to attempt to limit the spread of the virus. This presented the organisation with significant challenges operationally, financially, and in terms of governance.

During 2020/21 the charity took the decision to suspend all face to face operational work and a number of staff were placed on the Coronavirus Job Retention Scheme (furlough). Those staff who continued working did so from home. Through the flexibility and innovative approaches adopted by staff, coupled with the charity's investment in new technology, two projects - Headlight and Forget Me Not - were moved to digital based delivery.

Although not ideal, young people with mental health issues continued to be supported while older people in residential care homes were able to view various pieces of entertainment to aid reminiscence via YouTube. Action East Devon also became a hub for distributing personal protection equipment (PPE) to care homes in the East Devon area.

As the Government began to lift initial lockdown restrictions the Board of Trustees agreed a Lockdown Exit Strategy which was reviewed and updated at every meeting. At the heart of the strategy was the Trustees' commitment to the health, safety and wellbeing of staff, volunteers and those who use the charity's services, and to ensure the future of Action East Devon as a sustainable and viable organisation.

With a careful reserves policy in place the charity was glad to receive assurance from its main funders that funding would continue and that targets/outcomes for projects could be negotiated and adjusted accordingly.

The Trustees are aware that in the longer term there will be a greater call on the main funders to provide support to the charitable and voluntary sector, and have, therefore, taken a prudent approach to managing finances in order to protect the long-term sustainability of the organisation.

Action East Devon Limited
Trustees Report
Year Ended 31 March 2021

Reference and Administrative Information

Charity Name: Action East Devon ('Charitable Company')

Charity Registration Number: 1134611
Company Number: 07035905

Registered Office and Address: The Younghayes Centre
169 Younghayes Road
Cranbrook
East Devon
EX5 7DR

Telephone: 01404 549045

Website: www.actioneastdevon.org.uk

Independent Examiner: Neil Hitchings FCA
Francis Clark LLP
Centenary House
Peninsula Park
Rydon Lane
Exeter
EX2 7XE

Bankers: CAF Bank Limited
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Trustees

Chair: Graham Fice

Trustees: Katherine Stamp
Christopher Botham
Jackie Collins
William Flint (appointed 22/07/2020)
Dr David Leeder (appointed 11/05/2021)

East Devon District Council
Representative: Cllr Mike Allen

Company Secretary &
Chief Executive: Karen Kelly

Action East Devon Limited
Trustees Report
Year Ended 31 March 2021

Statement of Trustees' Responsibilities

The trustees (who are also directors of Action East Devon) for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires trustees 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 that period. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees 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. 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.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and was approved by the Trustees on 15 September 2021.

Signed on their behalf by

.....

Graham Fice, Chair of the Board

Action East Devon Limited
Independent Examiners Report to the Trustees' of Action East Devon
Year Ended 31 March 2021

I report to the charity trustees on my examination of the financial statements of the Charitable Company for the year ended 31 March 2021.

Responsibilities and basis of report

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

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

Independent examiner's statement

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:

accounting records were not kept in respect of the Charitable Company as required by section 386 of the 2006 Act; or

the financial statements do not accord with those records; or

the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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

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.

Neil Hitchings FCA
Francis Clark LLP
Chartered Accountants
Centenary House
Peninsula Park
Rydon Lane
Exeter
EX2 7XE

23 September 2021

Action East Devon Limited
Statement of Financial Activities (Including Income & Expenditure Account)
Year Ended 31 March 2021

	Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Income:						
Donations & legacies	2	47,749	-	148,764	196,513	237,106
Income from charitable activities	3	-	-	362	362	286,815
Investment income		1,605	-	-	1,605	2,090
Other income	4	-	-	-	-	1,703
Total income		<u>49,354</u>	<u>-</u>	<u>149,126</u>	<u>198,480</u>	<u>527,714</u>
Expenditure:						
Expenditure on charitable activities	5	<u>(76,387)</u>	<u>-</u>	<u>(150,276)</u>	<u>(226,663)</u>	<u>(513,224)</u>
Total expenditure		<u>(76,387)</u>	<u>-</u>	<u>(150,276)</u>	<u>(226,663)</u>	<u>(513,224)</u>
Net income/(expenditure)		(27,033)	-	(1,150)	(28,183)	14,490
Transfers between funds		<u>9,516</u>	<u>(10,917)</u>	<u>1,401</u>	<u>-</u>	<u>-</u>
Net movement in funds		<u>(17,517)</u>	<u>(10,917)</u>	<u>251</u>	<u>(28,183)</u>	<u>14,490</u>
Funds at 31 March 2020		<u>73,237</u>	<u>167,000</u>	<u>69,223</u>	<u>309,460</u>	<u>294,970</u>
Funds at 31 March 2021		<u>55,720</u>	<u>156,083</u>	<u>69,474</u>	<u>281,277</u>	<u>309,460</u>

Action East Devon Limited
Balance Sheet
Year Ended 31 March 2021

	Note	2021 £	2020 £
Fixed assets			
Tangible assets	9	4,059	1,292
Current assets			
Debtors	10	17,564	10,960
Cast at bank and in hand		271,641	325,707
Total current assets		289,205	336,667
Liabilities			
Creditors falling due within one year	11	(11,987)	(28,499)
Net Current Assets		277,218	308,168
Net Assets		281,277	309,460
The Funds of the Charity			
General funds	12	55,720	73,237
Designated funds	12	156,083	167,000
Restricted funds	13	69,474	69,223
		281,277	309,460

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

Directors' responsibilities:

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

These financial statements have been prepared and delivered in accordance with the special provisions relating to companies subject to the small companies regime within part 15 of the Companies Act 2006.

Approved and authorised by the Board on 15 September 2021 and signed on its behalf by

.....

Graham Fice
Company Registration Number: 07035905

Action East Devon Limited
Cashflow Statement
Year Ended 31 March 2021

	Note	2021 £	2020 £
Cash (used in) / provided by operating activities	20	(48,776)	25,970
Cashflows from investing activities			
Dividends, interest and rents from investment		1,605	2,090
Purchase of property and equipment		(6,895)	(849)
Cash provided (used in) / provided by investing activities		(5,290)	1,241
Changes in cash and cash equivalents in the reporting period		(54,066)	27,211
Cash and cash equivalents at the beginning of the reporting period		325,707	298,496
Cash and cash equivalents at the end of the reporting period		271,641	325,707

Action East Devon Limited

Notes to the Financial Statements

Year Ended 31 March 2021

1. Accounting Policies

The principle accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of preparation

The financial statements have been prepared in accordance with 'Accounting and Reporting by Charities: Statement of Recommended Practice' applicable to charities preparing their financial statements in accordance with the Charities SORP (FRS102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

The charity meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The charity is incorporated in England and Wales, details of its registered office can be found in the reference and administration section of the Trustees Report.

The coronavirus pandemic coincided with the ending of a sizeable and successful Carers contract, both of which have impacted on finances. As we emerge from restrictions the Trustees will be developing the new Strategic Plan and strengthening our commitment to support wellbeing in the communities of East Devon, building on our strategic partnership with East Devon District Council.

We have sufficient designated funds to ensure continuity of our work during this transition phase and, on that basis, the Trustees consider that the charity will continue as a going concern for at least the next twelve months.

The functional currency of the charity is Pounds Sterling.

b) Income

Grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance. Where income is received in advance of performance its recognition is deferred and included in creditors. Where entitlement occurs before income is received the income is accrued.

Coronavirus Job Retention Scheme (CJRS) income is recognised when it is receivable. CJRS income is accounted for as unrestricted funds and recognised in donations.

c) Expenditure

Expenditure is recognised on an accruals basis when a liability is incurred. Expenditure includes attributable VAT which cannot be recovered.

Allocation of Expenditure: Management and administration and support costs comprise all the expenditure of the Charity. The Charity does not provide direct grants for Charitable purposes.

d) Fund Accounting

General unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds are unrestricted funds which the trustees have decided to set aside for a specific purpose.

Restricted funds are funds to be used in accordance with specific restrictions imposed by the donor or which have been raised by the charity for particular purposes. Expenditure which meets the criteria specified is charged to the fund.

Action East Devon Limited
Notes to the Financial Statements (continued)
Year Ended 31 March 2021

e) Tangible Fixed Assets and Depreciation

Fixed assets costing in excess of £250 are shown on the balance sheet at historical cost less depreciation. Depreciation is calculated at the following rates to write off the cost less residual value of each asset over its expected useful life:

Fixtures and fittings	40% Reducing Balance
Computer and office equipment	50% Reducing Balance
Project equipment	50% Reducing Balance

f) Operating Leases

Rentals applicable to operating leases where substantially all the benefits and risks of ownership remain with the lessor are charged against profits on a straight-line basis over the period of the lease.

g) Pensions

The Charity pays contributions equivalent to 5% of qualifying earnings where the staff make at least some contribution.

h) VAT

The charity became registered for VAT in April 2015. Amounts of VAT relating to the prior financial year that became recoverable upon registration have been included in other income. Expenditure is shown inclusive of irrecoverable VAT where appropriate.

i) Financial Instruments

Action East Devon only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. The Charity currently holds:

- Trade debtors and trade creditors; details of these can be found in notes 10 and 11.

Action East Devon Limited
Notes to the Financial Statements (continued)
Year Ended 31 March 2021

2. Donations and Legacies

	2021	2020
	Total	Total
	£	£
Big Lottery	77,564	79,136
E Devon District Council	10,000	30,000
Ashfords Foundation	3,123	3,732
Postcode Community Trust	-	14,225
Other Donations	3,483	7,280
Garfield Weston	-	15,000
Greenhall Foundation	-	5,000
Taunton & Pickering Golf Club	-	5,684
Masonic Charitable Foundation	12,000	14,000
Northbrook Trust	10,000	-
Devon Community Foundation	-	7,888
Ottery Help Scheme	4,500	10,000
Ottery Hospital League of Friends	4,500	2,250
Devon County Council	543	21,405
BBC Children in Need	24,892	21,506
Sid Valley Help Scheme	10,000	-
Government CJRS Grant	35,908	-
	196,513	237,106

Included in the total of £196,513 (2020: £237,106) is restricted income of £148,764 (2020: £226,811). All other income is unrestricted.

Action East Devon Limited
Notes to the Financial Statements (continued)
Year Ended 31 March 2021

3. Income from Charitable Activities

	2021 Total	2020 Total
	£	£
Counselling and Training	362	13,710
Westbank carers support	-	273,105
	362	286,815

Included in the total of £362 (2020: £286,815) is restricted income of £362 (2020: £5,481). All other income is unrestricted.

4. Other Income

	2021 Total	2020 Total
	£	£
Other income	-	1,703
	-	1,703

Included in the total of £Nil(2020: £1,703) is restricted income of £Nil (2020: £1,075). All other income is unrestricted.

Action East Devon Limited
Notes to the Financial Statements (continued)
Year Ended 31 March 2021

5. Expenditure on charitable activities

	Note	2021 Total £	2020 Total £
Volunteer travel & expenses		-	2,350
Training		40	1,200
Direct project costs		7,791	24,262
PR, advertising & website		1,667	10,045
Rent & property costs		15,223	15,595
Staff travel, training & events		864	11,772
Stationery, telephone & office expenses		6,762	13,877
Insurances		1,585	1,988
Bank charges		69	65
Salaries, recruitment & staff welfare		181,240	420,467
Professional fees		-	35
Redundancy costs		2,230	4,046
Unrecoverable VAT		898	1,294
Depreciation		4,128	1,535
Accountancy & payroll (excl. IE)		-	1,117
Governance costs	7	4,126	3,027
Bad debts written off		40	549
		226,663	513,224

Included in the total of £226,663 (2020: £513,224) is expenditure on restricted funds of £150,276 (2020: £242,037). All other expenditure is unrestricted.

Action East Devon Limited
Notes to the Financial Statements (continued)
Year Ended 31 March 2021

6. Net income/(expenditure) for the year

	2021	2020
	Total	Total
	£	£
Operating leases	6,850	7,500
Independent examination & accountancy	2,998	2,300
Depreciation	4,128	1,535

7. Governance costs

	2021	2020
	Total	Total
	£	£
Board expenses & recruitment	1,128	727
Independent examination & accountancy	2,998	2,300
	4,126	3,027

All expenditure on Governance costs was unrestricted.

8. Employees

	2021	2020
	£	£
Salaries and wages	172,503	373,304
Social security costs	3,783	18,379
Pension contributions	3,756	9,088
	180,042	400,771

The average number of employees during the year was 17 (2020: 29) and the average number of full-time equivalents during the year was 4 (2020: 15). No employees received payment in excess of £60,000.

The key management personnel of the charity are considered to be all the members of the Operational Management Team whose employee benefits total £29,448 (2020: £64,875). There is currently 1 member of the Operational Management Team (2020: 3).

Action East Devon Limited
Notes to the Financial Statements (continued)
Year Ended 31 March 2021

9. Tangible Fixed Assets

	Computer and Office Equipment	Fixtures & Fittings	Project Equipment	Total
	£	£	£	£
Cost at 1 April 2020	7,110	1,644	2,272	11,026
Additions	6,895	-	-	6,895
Cost at 31 March 2021	14,005	1,644	2,272	17,921
Depreciation at 1 April 2020	6,426	1,538	1,770	9,734
Charge for year	3,815	62	251	4,128
Depreciation at 31 Mar 2021	10,241	1,600	2,021	13,862
Net book value	3,764	44	251	4,059
At 31 March 2021	3,764	44	251	4,059
At 31 March 2020	684	106	502	1,292

10. Debtors

	2021	2020
	£	£
Trade debtors	2,250	1,335
Other debtors	1,714	-
Prepayments and accrued income	13,600	9,625
	17,564	10,960

Action East Devon Limited
Notes to the Financial Statements (continued)
Year Ended 31 March 2021

11. Creditors: Amounts falling due within one year

	2021	2020
	£	£
Trade creditors	6,186	4,674
Accruals	2,938	4,761
Pensions and salaries	473	1,096
Social security costs	2,390	4,746
VAT liability	-	13,222
	<u>11,987</u>	<u>28,499</u>

Deferred Income

	2021	2020
	£	£
Deferred income at 1 April 2020	-	-
Resources expended in the year	-	-
Amounts deferred during the year	-	-
	<u>-</u>	<u>-</u>
Deferred Income at 31 March 2021	-	-

12. Unrestricted Funds

	Funds brought forward	Income	Expenditure	Transfers	Fund as at 31 March 2021
	£	£	£	£	£
General Fund	73,237	49,354	(76,387)	9,516	55,720
Designated Fund	167,000	-	-	(10,917)	156,083
	<u>240,237</u>	<u>49,354</u>	<u>(76,387)</u>	<u>(1,401)</u>	<u>211,803</u>

A designated fund has been set aside to invest in restructuring and repositioning the charity to ensure its long-term sustainability and to cover potential funding shortfalls in projects that are considered essential to the charity's objectives. The amount designated has been decreased from £167,000 to £156,083 during the year.

Action East Devon Limited
Notes to the Financial Statements (continued)
Year Ended 31 March 2021

13. Restricted Funds

	Funds brought forward	Income	Expenditure	Transfers	Fund as at 31 March 2021
	£	£	£	£	£
Headlight	39,521	102,470	(100,604)	1,401	42,788
Cranbrook Library	-	2,129	(2,129)	-	-
Forget Me Not	7,562	13,840	(17,627)	-	3,775
Music Memories and Me	16,107	3,123	(6,454)	-	12,776
Hi Vis	6,033	27,564	(23,462)	-	10,135
	69,223	149,126	(150,276)	1,401	69,474

Action East Devon Limited
Notes to the Financial Statements (continued)
Year Ended 31 March 2021

13. Restricted Funds (continued)

Name of Fund	Description, nature and purpose of the fund
CVS/ Volunteer Centre	Funding specifically intended to run the Council for Voluntary Service and Volunteer Centre, which are at the heart of AED's activities.
Headlight	Funds received from a range of sources, including trust funds, community groups and individuals, to provide early intervention support for young people experiencing mental health issues, and their parents and carers.
Counselling for Carers	Devon-wide Counselling Service for carers.
Cranbrook Summer Activities	Project supporting local residents and groups to design and implement a series of activities in the school holidays for young people and families to promote engagement, fitness and wellbeing. Culminated in a sponsorship Fun Run around the streets and Country Park.
Cranbrook Library	To upgrade IT equipment and support the community library facility.
Forget Me Not	To improve the care and well-being of older people based in East Devon, and reduce social isolation - particularly those with memory loss and signs of depression, through the provision of reminiscence services.
Music Memories and Me	To connect and reconnect people living with dementia to their memories using music and photographs.
Impact Management	To increase our understanding of C4C's target population and build an improved program design to put C4C in a strong position to bid for commissioned services.
Awards for All – Celebrating Seaton	A one-year project to bring the community of Seaton together to celebrate and share the seaside as a local community space and asset.
Hi Vis	To provide activities, classes and a support network to male carers identified in Honiton and Seaton as lonely and socially isolated.

Action East Devon Limited
Notes to the Financial Statements (continued)
Year Ended 31 March 2021

13. Restricted Funds (continued)

2020 – Comparative

	Funds brought forward	Income	Expenditure	Transfers	Fund as at 31 March 2020
	£	£	£	£	£
CVS/Volunteer Centre	5,690	22,077	(28,589)	822	-
Headlight	33,957	113,479	(107,915)	-	39,521
Counselling for Carers	-	15,307	(15,307)	-	-
Cranbrook Summer Activities	326	-	(326)	-	-
Cranbrook Library	17,099	8,394	(25,493)	-	-
Forget Me Not	9,597	30,353	(25,814)	(6,574)	7,562
Music Memories and Me	-	14,225	(5,969)	7,851	16,107
Impact Management	3,230	-	(3,230)	-	-
Awards for All – Celebrating Seaton	5,536	-	(3,410)	(2,126)	-
Hi Vis	2,485	29,532	(25,984)	-	6,033
	77,920	233,367	(242,037)	(27)	69,223

Action East Devon Limited
Notes to the Financial Statements (continued)
Year Ended 31 March 2021

14. Analysis of Funds

	General fund	Designated fund	Restricted	2021 Total	2020 Total
	£	£	£	£	£
Tangible Fixed Assets	4,059	-	-	4,059	1,292
Net current assets	51,661	156,083	69,474	277,218	308,168
	<u>55,720</u>	<u>156,083</u>	<u>69,474</u>	<u>281,277</u>	<u>309,460</u>

2020 - Comparative

	General fund	Designated fund	Restricted	2020 Total	2019 Total
	£	£	£	£	£
Tangible Fixed Assets	1,292	-	-	1,292	1,978
Net current assets	162,945	76,000	69,223	308,168	292,992
	<u>164,237</u>	<u>76,000</u>	<u>69,223</u>	<u>309,460</u>	<u>294,970</u>

15. Contingent Liabilities

The charity had no contingent liabilities at 31 March 2021.

16. Operating lease commitments

At 31 March 2021 the charity has commitments under non-cancellable leases as follows:

	2021	2020
	£	£
Land and Buildings		
Less than one year	6,850	7,500
Two to five years	27,400	1,563
	<u>34,250</u>	<u>9,063</u>

17. Members Liability

The company is limited by guarantee. At 31 March 2021, there were 4 members, whose maximum liability in the event of the company being wound up is £10 each.

18. Transactions with Trustees and Other Connected Persons

There were no transactions with Trustees or other connected person in the year.

During the period one Trustee received a total of £Nil (2020 - £227 received by one Trustee) in respect of reimbursed expenses incurred on behalf of the Charity.

Action East Devon Limited
Notes to the Financial Statements (continued)
Year Ended 31 March 2021

19. Related Party Transactions

There were no related party transactions requiring disclosure during the year.

20. Reconciliation of net income/(expenditure) to net cash flows from operating activities

	2021	2020
	£	£
Net income/(expenditure) for the reporting period	(28,183)	14,490
Adjustments for:		
Depreciation charge	4,128	1,535
Investment income	(1,605)	(2,090)
(Increase)/ decrease in debtors	(6,604)	16,777
Increase /(decrease) in creditors	(16,512)	(4,742)
Net cash provided by / (used in) operating activities	(48,776)	25,970