

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

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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

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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.

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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.*

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- *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.

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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

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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.

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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.

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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	-	-
	<hr/>	<hr/>
	-	-
	<hr/>	<hr/>

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
	<hr/>	<hr/>
	-	30
	<hr/>	<hr/>

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)