

Charity Registration No. 1135830

Company Registration No. 07174573 (England and Wales)

CENTRAL SURREY VOLUNTARY ACTION LIMITED
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

CENTRAL SURREY VOLUNTARY ACTION LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	C Gifford - Chair	
	M Hicks - Vice Chair	
	S Hubbard	(Appointed 21 January 2021)
	P Tajasque - Treasurer from 21 January 2021	(Appointed 21 January 2021)
	R Turner	
Charity number	1135830	
Company number	07174573	
Principal address	The Mayflower (The Point) Lyons Court Dorking Surrey RH4 1AB	
Registered office	The Mayflower (The Point) Lyons Court Dorking Surrey RH4 1AB	
Independent examiner	F J Wilde FCCA MBA DChA Warner Wilde 4 Marigold Drive Bisley Surrey GU24 9SF	

CENTRAL SURREY VOLUNTARY ACTION LIMITED

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CENTRAL SURREY VOLUNTARY ACTION LIMITED

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2021

The Trustees present their report and financial statements for the year ended 31 March 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

Objectives and activities

Central Surrey Voluntary Action ("CSVA") seeks to 'Support the Voluntary, Community and Faith Sector ("VCFS") in Elmbridge, Epsom and Ewell, and Mole Valley'. CSVA has continued to evaluate its work and keep its funders fully informed about the work that they have supported.

The Aims and Objectives, as laid down in the constitution of the Company and further defined and developed by the Directors with the support of the staff and volunteers, are set out below and define clearly the actions by which the charitable and public benefit is achieved:

- To research and prioritise specific needs of voluntary and community organisations in Central Surrey and develop action plans to meet them, contributing to the monitoring of unmet needs, informing funding partnerships by sharing this information with relevant agencies, including the Voluntary Community and Faith Sector ("VCFS"), and then working with all those groups in the VCFS who can make the appropriate response to fulfil these needs.
- To provide services and support to the VCFS and to provide the use of equipment and practical services, information on, and signposting to, appropriate help on organisational issues, information on, and signposting to, appropriate funding streams.
- To provide a liaison service promoting cross sector relationships, with support and encouragement to all in the VCFS.
- To provide an independent voice for the VCFS in Central Surrey, representing the sector to other agencies, statutory and public to ensure that their voice is heard and that a comprehensive response is given.
- To contribute to strategic partnerships and to encourage the local VCFS to have a closer relationship with statutory, public and private partners, ensuring that accurate and comprehensive information is relayed to the rest of the VCFS in Central Surrey.
- To provide an effective and accessible Volunteer recruitment and placement service, ensuring Best Practice in the management and support of Volunteers in the VCFS in Central Surrey.
- To develop a volunteering ethos in Central Surrey via liaison work with schools, businesses, public bodies and any other relevant agencies.
- To create an efficient organisational infrastructure; a fair, supportive, and safe working environment; clear and effective financial management.

The Directors confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities.

CENTRAL SURREY VOLUNTARY ACTION LIMITED

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

The figures for Total Incoming Resources and Charitable Expenditure in the Financial Statements do not fully reflect the total resources made available to and utilised by CSVA. Very significant resources of valuable time and skills are provided by Volunteers who work to support CSVA's Volunteer Centres, particularly during 2020/21 due to the Covid pandemic. We were supported by 40 volunteers to deliver shopping services and 15 volunteers to pick up prescriptions over 12 months. Charity accounting protocols do not currently permit the recording of this volunteer time in the Statement of Financial Activities. However, FRS 102 does suggest that some sort of indicative value be put on the value of volunteers' contributions and in the case of CSVA this would be the equivalent of two extra full-time staff members. As stated also elsewhere, the Directors are unpaid; it is considered that their services represent the equivalent of an average of at least one day per week of professional service.

Achievements and performance

Review of the Charitable Activities for Year 2020-21

It has been another very busy year for all the staff and volunteers at CSVA. Facilitation and support services continue to be delivered to the voluntary, community and faith sectors. The following list shows examples of CSVA's activities over the year taking in to consideration the COVID -19 pandemic:

1. Continued delivery of the "Aspire" project, which helps vulnerable people move into voluntary and employed work. We have supported on line and via telephone as COVID restrictions have made supported volunteering more difficult to deliver.
2. Advice and information to local voluntary organisations on funding sources and applications as well as on governance, constitutional matters and COVID guidance.
3. Collaboration with local Health and Social Care partners providing voluntary support for vulnerable people. In particular providing volunteers to vaccination hubs, shopping service and medication pick up.
4. Developing voluntary support for social prescribing referrals.
5. Continuing and further developing our Disclosure and Barring Service (DBS) facility for local organisations.
6. Working to improve the online volunteering database offer in conjunction with others, particularly as it affects local organisations.
7. Encouraging Corporate Social Responsibility.
8. Promotion of volunteering opportunities through our website and our social media presence, as well as through local social outlets such as Surrey Libraries both in Epsom and Ewell and Mole Valley.
9. Regular distribution of the CSVA Newsletter please refer further to the CSVA website. www.centralsurreyvoluntaryaction.co.uk
10. Working with the Mid Surrey Valuing People board and with the Patient Advisory Network for Surrey Downs Clinical Commissioning Group ("SDCCG").
11. Providing Training for the sector.
12. Undertaking an environmental survey with Earthwatch Europe.
13. Undertaking a shopping service for shielding people: 900 shops completed by 40 volunteers
14. Undertaking medication pickup: delivering 336 prescriptions
15. Developing a check in and chat service delivering 4,080 telephone calls
16. A funding advisor role - with searches and templates for individual organisations.
17. Covid Champion networks in Elmbridge, Epsom and Ewell and Mole Valley.

CENTRAL SURREY VOLUNTARY ACTION LIMITED

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

The Point in Dorking, in line with COVID restrictions has not been open to the public but continues to be a vital resource as office accommodation to our tenants. The Point continues to be used as a Polling Station by the District Council.

Elmbridge and Epsom Volunteer Centre continue to provide valuable advice and support for volunteers and voluntary organisations in the Boroughs through online and telephone support.

Volunteer Centre Accreditation certificates for both the Volunteer Centres were awarded in July 2016. The accreditation has been extended until March 2022. In the year, the Centres have referred on 1494 people and have placed 615 volunteers.

Financial review

Results of Operation

The Directors are continually reviewing the possibilities of both increasing core and non-core funding and economising on costs.

The Company had previously adopted a reserves policy which aimed to achieve and maintain a level of unrestricted reserves which represents at least twelve months' expenditure and had been making good progress to this objective. It is considered that such reserves are required to:

- Cover staff redundancy costs in the event of closure.
- Bridge the timing difference between the start of each financial year and the receipt of core income.
- Provide funds for unexpected contingencies including further unannounced reductions of funding.

Financial Statements

It is the Directors' view that practically all the Company's expenditure relates to charitable purposes. Time spent by staff on governance and fundraising is too small to measure. Directors are unpaid and provide advice on governance, strategic and operational matters on a voluntary basis.

Except as detailed in the Financial Statements, CSVA has no deficit on any of its funds and it does not hold assets. There has been no change in accounting policy this year and there is no subsidiary undertaking; there are no investments.

Principal funding sources

The Directors of CSVA would like to take this opportunity to thank Epsom and Ewell Borough Council, Elmbridge Borough Council, Mole Valley District Council, and Surrey County Council for their continued support in their core funding for the organisation. This support is greatly valued by all the Directors, staff and volunteers who carry out the work of CSVA.

The Directors make a regular review of the major financial risks to which CSVA may be exposed and the ways in which such risks may be mitigated. CSVA applies prudent policies in its financial operations, with any significant expenditure requiring formal authorisation by the Directors and decides for appropriate insurance cover.

CENTRAL SURREY VOLUNTARY ACTION LIMITED

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

Future plans

The COVID pandemic has changed the environment we have been working within.

- Our staff have worked mainly from home during 2020/21 and looking forward we will be introducing a hybrid system of home working and office base.
- We will be growing our Social Prescribing team to 4 members. The growing referrals to this service reflects the stress and anxiety created in our communities due to the COVID lockdowns.
- We will roll out the Fishing and Friendship project to Mole Valley
- We will develop a Surrey Downs volunteering project with Helpforce and Surrey Downs Health and Care
- We will develop the funding advisor role particularly in Elmbridge
- With Surrey Public Health we will develop the Community Champions Network
- We will continue the "Aspire" Project and to develop opportunities that will support this work.

As previously indicated, the Charity is actively exploring ways of increasing its incoming resources and will maintain its firm hold on its cost basis while at the same time recognising the expertise of and the valuable work undertaken by its staff.

The staff team and volunteers of CSVA, along with the Directors, will ensure that the services and support for the voluntary sector will continue to be delivered and developed still further for the benefit of the communities of Elmbridge, Epsom, Ewell, Mole Valley and Surrey generally.

Structure, governance and management Governing document

The organisation is a charitable company limited by guarantee, incorporated on 2 March 2010 and registered as a charity on 6 May 2010. The Company was established under and is governed by its Memorandum and Articles of Association which established the objects and powers of the charitable company; these Articles have been formally amended subsequently to clarify certain governance matters. In the event of the company being wound up Members are required to contribute an amount not exceeding one pound.

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

C Gifford - Chair

M Hicks - Vice Chair

S Hubbard (Appointed 21 January 2021)

P Tajasque - Treasurer from 21 January 2021 (Appointed 21 January 2021)

R Turner

L Beighton (Retired 29 October 2020)

C J F Drage - Treasurer to 14 May 2020 (Retired 14 May 2020)

R Frisby (Retired 29 October 2020)

G Mann (Retired 29 October 2020)

N Mustapha (Retired 14 May 2020)

F Stephenson (Retired 5 May 2021)

B Watts (Deceased 15 December 2020)

CENTRAL SURREY VOLUNTARY ACTION LIMITED

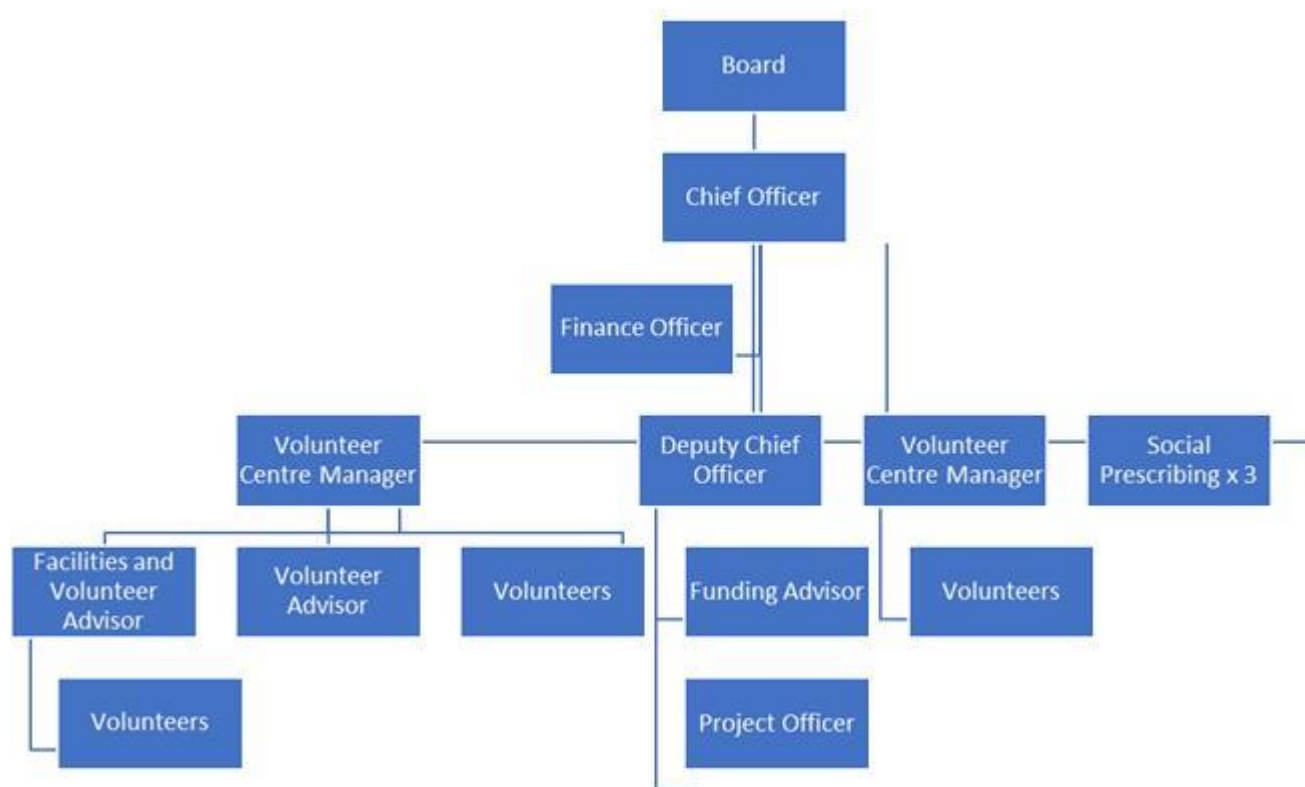
TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)

(CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

New Directors are recruited by recruiting representatives from organisations in the VCFS sector or for their expertise and this recruitment is carried out by positive action from the Chief Officer, Chairman and current Directors of CSVA. All prospective Directors complete a Skills Audit report. This is also used to help recruit new Directors. New Directors are interviewed by the Chairman and usually one other Director and introduced to the work and methods of CSVA by assistance from other Directors and the Chief Officer.

If Directors are appointed to the Board during the year, they are confirmed in appointment at the next Annual General Meeting. Current Directors are re-elected by a similar process on a rotational basis as laid down in the Company's constitution. The general rule is that Directors must be subject to re-election at least every three years.

Organisational structure and management



Official support

Regular contact is maintained with Funders by the Chair and the Chief Officer who report regularly to the Directors accordingly.

The Trustees report was approved by the Board of Trustees.

C A Gifford
Chairman

C A Gifford, Chairman

Trustee
Dated: 10th December 2021

CENTRAL SURREY VOLUNTARY ACTION LIMITED

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF CENTRAL SURREY VOLUNTARY ACTION LIMITED

I report to the Trustees on my examination of the financial statements of Central Surrey Voluntary Action Limited (the Charity) for the year ended 31 March 2021.

Responsibilities and basis of report

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

Independent examiner's statement

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

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

- 1 accounting records were not kept in respect of the Charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.



F J Wilde FCCA MBA DChA

Warner Wilde
4 Marigold Drive
Bisley
Surrey
GU24 9SF

Dated: 1 January 2022

CENTRAL SURREY VOLUNTARY ACTION LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
Income from:							
Grants, donations and legacies	3	131,346	1,000	132,346	120,516	-	120,516
Charitable activities	4	63,238	182,569	245,807	71,754	67,060	138,814
Investments	5	60	-	60	196	-	196
Total income		<u>194,644</u>	<u>183,569</u>	<u>378,213</u>	<u>192,466</u>	<u>67,060</u>	<u>259,526</u>
Expenditure on:							
Charitable activities	6	<u>162,044</u>	<u>178,142</u>	<u>340,186</u>	<u>189,906</u>	<u>93,613</u>	<u>283,519</u>
Net incoming/ (outgoing) resources before transfers		32,600	5,427	38,027	2,560	(26,553)	(23,993)
Gross transfers between funds		<u>(1,800)</u>	<u>1,800</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net income/(expenditure) for the year/ Net movement in funds		30,800	7,227	38,027	2,560	(26,553)	(23,993)
Fund balances at 1 April 2020		<u>88,349</u>	<u>11,805</u>	<u>100,154</u>	<u>85,789</u>	<u>38,358</u>	<u>124,147</u>
Fund balances at 31 March 2021		<u><u>119,149</u></u>	<u><u>19,032</u></u>	<u><u>138,181</u></u>	<u><u>88,349</u></u>	<u><u>11,805</u></u>	<u><u>100,154</u></u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

CENTRAL SURREY VOLUNTARY ACTION LIMITED

BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
Fixed assets					
Tangible assets	11		7,463		4,218
Current assets					
Debtors	12	32,443		15,746	
Cash at bank and in hand		105,389		93,012	
		<u>137,832</u>		<u>108,758</u>	
Creditors: amounts falling due within one year	14	<u>(3,550)</u>		<u>(12,822)</u>	
Net current assets			134,282		95,936
Total assets less current liabilities			141,745		100,154
Creditors: amounts falling due after more than one year	15		(3,564)		-
Net assets			<u>138,181</u>		<u>100,154</u>
Income funds					
Restricted funds	16		19,032		11,805
Unrestricted funds - general			119,149		88,349
			<u>138,181</u>		<u>100,154</u>

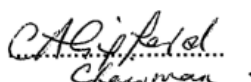
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021.

The Trustees acknowledges her responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

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

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

The financial statements were approved by the Trustees on 10th December 2021


Chairman

C A Gifford, Chairman

Trustee

Company Registration No. 07174573

CENTRAL SURREY VOLUNTARY ACTION LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

Charity information

Central Surrey Voluntary Action Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is The Mayflower (The Point), Lyons Court, Dorking, Surrey, RH4 1AB.

1.1 Accounting convention

The financial statements have been prepared in accordance with the Charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The Charity is a Public Benefit Entity as defined by FRS 102.

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

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

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

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

1.3 Charitable funds

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

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

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the Charity.

1.4 Income

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

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

Legacies are recognised on receipt or otherwise if the Charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

1.5 Expenditure

A liability is recognised when either a legal or constructive obligation is identified. Irrecoverable VAT is categorised in the same way as the cost it relates to.

CENTRAL SURREY VOLUNTARY ACTION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

(Continued)

1.6 Tangible fixed assets

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

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings	25% reducing balance
Computers	25% reducing balance

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.7 Impairment of fixed assets

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

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

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

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

CENTRAL SURREY VOLUNTARY ACTION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

(Continued)

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

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

1.10 Employee benefits

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

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

1.11 Retirement benefits

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

1.12 Leases

Leases are classified as finance leases whenever the terms of the lease transfer substantially all the risks and rewards of ownership to the lessees. All other leases are classified as operating leases.

Assets held under finance leases are recognised as assets at the lower of the assets fair value at the date of inception and the present value of the minimum lease payments. The related liability is included in the balance sheet as a finance lease obligation. Lease payments are treated as consisting of capital and interest elements. The interest is charged to net income/(expenditure) for the year so as to produce a constant periodic rate of interest on the remaining balance of the liability.

2 Critical accounting estimates and judgements

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

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

CENTRAL SURREY VOLUNTARY ACTION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

3 Grants, donations and legacies

	Unrestricted funds general 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds general 2020 £
Donations and gifts	3,333	1,000	4,333	-
Grants Receivable	128,013	-	128,013	120,516
	<u>131,346</u>	<u>1,000</u>	<u>132,346</u>	<u>120,516</u>
Grants receivable for core activities				
Epsom & Ewell Borough Council	7,989	-	7,989	7,989
Elmbridge Borough Council	26,338	-	26,338	10,000
North West Surrey CCG	-	-	-	23,841
Surrey County Council	81,686	-	81,686	78,686
Mole Valley District Council	12,000	-	12,000	-
	<u>128,013</u>	<u>-</u>	<u>128,013</u>	<u>120,516</u>

4 Charitable activities

	Charitable Income 2021 £	DBS Income 2021 £	Total 2021 £	Charitable Income 2020 £	DBS Income 2020 £	Total 2020 £
Services provided under contract	40,166	-	40,166	47,397	-	47,397
Restricted Fund Grants	182,569	-	182,569	67,060	-	67,060
Charitable rental income	14,826	-	14,826	20,964	-	20,964
Other income	5,000	3,246	8,246	1,390	2,003	3,393
	<u>242,561</u>	<u>3,246</u>	<u>245,807</u>	<u>136,811</u>	<u>2,003</u>	<u>138,814</u>
Analysis by fund						
Unrestricted funds - general	59,992	3,246	63,238	69,751	2,003	71,754
Restricted funds	182,569	-	182,569	67,060	-	67,060
	<u>242,561</u>	<u>3,246</u>	<u>245,807</u>	<u>136,811</u>	<u>2,003</u>	<u>138,814</u>

CENTRAL SURREY VOLUNTARY ACTION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

5 Investments

	Unrestricted funds general 2021 £	Unrestricted funds general 2020 £
Interest receivable	60	196

6 Charitable activities

	Charitable Expenditure 2021 £	Charitable Expenditure 2020 £
Staff costs	187,932	147,324
Depreciation and impairment	1,261	1,452
The Point - Rent and Rates	33,495	90,555
Quintet - Rent	2,375	3,825
IT and communications	14,059	27,950
Disclosure and Barring Service costs	3,434	3,184
Staff training and travel	62,002	2,427
Bad debt written off	-	1,054
	304,558	277,771
Grant funding of activities (see note 7)	32,500	-
Share of support costs (see note 8)	1,282	3,320
Share of governance costs (see note 8)	1,846	2,428
	340,186	283,519
Analysis by fund		
Unrestricted funds - general	162,044	189,906
Restricted funds	178,142	93,613
	340,186	283,519

CENTRAL SURREY VOLUNTARY ACTION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

7 Grants payable

	Charitable Expenditure 2021 £	2020 £
Grants to institutions:		
Active Prospect	5,000	-
Appeer CIC	5,000	-
Mid Surrey Mencap	5,000	-
Cobham Link	2,500	-
Surrey Coalition Disabled People	5,000	-
The Westway	5,000	-
Surrey Choices	5,000	-
	<u>32,500</u>	<u>-</u>

8 Support costs

	Support costs £	Governance costs £	2021 £	Support costs £	Governance costs £	2020 £
Subscriptions and Memberships	125	-	125	192	-	192
General Expenditure	305	-	305	2,266	-	2,266
Bank Charges	69	-	69	60	-	60
Insurance	783	-	783	802	-	802
Independent Examiner's Fees	-	1,591	1,591	-	1,750	1,750
Trustees Expenses	-	255	255	-	678	678
	<u>1,282</u>	<u>1,846</u>	<u>3,128</u>	<u>3,320</u>	<u>2,428</u>	<u>5,748</u>
Analysed between Charitable activities	<u>1,282</u>	<u>1,846</u>	<u>3,128</u>	<u>3,320</u>	<u>2,428</u>	<u>5,748</u>

9 Trustees

One (2020: one) trustee had £255 (2020: £678) of reimbursed expenses.

CENTRAL SURREY VOLUNTARY ACTION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

10 Employees

Number of employees

The average monthly number of employees during the year was:
8 (2020: 7) of these employees were part time.

	2021 Number	2020 Number
Management	3	3
Charitable Activities	3	3
Administration	5	4
	<u>11</u>	<u>10</u>

Employment costs

	2021 £	2020 £
Wages and salaries	178,062	139,370
Social security costs	9,035	7,288
Other pension costs	835	666
	<u>187,932</u>	<u>147,324</u>

14 (2020: 15) people were employed during the year, 3 (2020: 8) of these people did not work for the whole accounting period. 5 part time administrators (2020: 4) equate to 1.5 (2020: 1) Full Time Equivalent. 3 part time and one full time Charitable Activities employees (2020: 3 part time) equate to 2 (2020: 1) Full Time Equivalent.

The total cost of Key Management Personnel for the year was £74,471 (2020: £74,517) including employer's national insurance and pension contributions. Key Management Personnel is defined as the Chief Officer and Deputy Chief Officer roles.

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

CENTRAL SURREY VOLUNTARY ACTION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

11 Tangible fixed assets

	Fixtures and fittings	Computers	Total
	£	£	£
Cost			
At 1 April 2020	28,278	5,256	33,534
Additions	-	4,962	4,962
Disposals	-	(456)	(456)
At 31 March 2021	28,278	9,762	38,040
Depreciation and impairment			
At 1 April 2020	28,002	1,314	29,316
Depreciation charged in the year	69	1,192	1,261
At 31 March 2021	28,071	2,506	30,577
Carrying amount			
At 31 March 2021	207	7,256	7,463
At 31 March 2020	276	3,942	4,218

12 Debtors

	2021	2020
	£	£
Amounts falling due within one year:		
Trade debtors	20,655	15,736
Other debtors	682	10
Prepayments and accrued income	11,106	-
	32,443	15,746

13 Finance lease commitments

Future minimum lease payments due under finance leases:

	2021	2020
	£	£
Within one year	960	-
Within two and five years	3,564	-
	4,524	-

The charity has entered into a finance lease arrangement to purchase a photocopier. The lease is over a period of five years, the interest rate is fixed at the contract date, the lease is on a fixed repayment basis.

CENTRAL SURREY VOLUNTARY ACTION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

14 Creditors: amounts falling due within one year

	Notes	2021 £	2020 £
Obligations under finance leases	13	960	-
Other creditors		1,390	-
Accruals and deferred income		1,200	12,822
		<u>3,550</u>	<u>12,822</u>

15 Creditors: amounts falling due after more than one year

	Notes	2021 £	2020 £
Obligations under finance leases	13	<u>3,564</u>	<u>-</u>

CENTRAL SURREY VOLUNTARY ACTION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

16 Restricted funds

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

	Movement in funds			Movement in funds			
	Balance at 1 April 2019	Incoming resources	Resources expended	Balance at 1 April 2020	Incoming resources	Resources expended	Transfers
	£	£	£	£	£	£	£
Carers' Support Mole Valley [Training and admin support]	12,940	-	(12,940)	-	-	-	-
Age Concern Mole Valley [Support services]	7	-	(7)	-	-	-	-
Carers' Support Walton [Admin support]	600	-	(323)	277	-	-	277
Veterans' Support Association [Funds management]	2,830	7,123	(7,421)	2,532	300	(4,650)	(1,818)
Musical Memories [Fund holding]	805	115	(920)	-	-	-	-
Surrey County Council [Learning Disabilities - admin support]	2,736	-	-	2,736	-	(2,736)	-
Elmbridge Borough Council [Fishing and friendship]	-	1,007	(140)	867	500	-	1,367
Surrey County Council [Social prescribing - support services]	13,995	48,278	(62,273)	-	92,646	(92,879)	(233)
Elmbridge Borough Council [Love of learning - project work]	3,000	-	(3,000)	-	-	-	-
Health Consultation [Improving healthcare]	-	9,912	(6,312)	3,600	-	(2,511)	1,089
Leatherhead Diabetes [Walk & Talk project]	-	625	(277)	348	1,500	-	1,848
Walton Charity [Time Bank management]	1,445	-	-	1,445	-	-	1,445
Adult Learning Disabilities	-	-	-	-	40,000	(40,000)	-
Community Foundation Surrey Income	-	-	-	-	18,149	(5,846)	12,303
COVID Shopping	-	-	-	-	500	(4,388)	1,800
COVID salaries	-	-	-	-	22,885	(20,421)	2,464
COVID DBS	-	-	-	-	500	(94)	406
Dorking & Surrounds	-	-	-	-	962	(678)	284
Earthwatch Europe [Plastic pollution]	-	-	-	-	1,000	(1,000)	-
Tackling Inequalities Fund	-	-	-	-	4,627	(2,939)	1,688
	<u>38,358</u>	<u>67,060</u>	<u>(93,613)</u>	<u>11,805</u>	<u>183,569</u>	<u>(178,142)</u>	<u>1,800</u>
							<u>19,032</u>

CENTRAL SURREY VOLUNTARY ACTION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

16 Restricted funds

(Continued)

Deficits on specific Restricted Funds are considered to be recoverable from future incoming resources. Accordingly no transfer from the Unrestricted Fund is required at 31/3/2021.

CENTRAL SURREY VOLUNTARY ACTION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

17 Analysis of net assets between funds

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
Fund balances at 31 March 2021 are represented by:						
Tangible assets	7,463	-	7,463	4,218	-	4,218
Current assets/ (liabilities)	115,250	19,032	134,282	84,131	11,805	95,936
Long term liabilities	(3,564)	-	(3,564)	-	-	-
	<u>119,149</u>	<u>19,032</u>	<u>138,181</u>	<u>88,349</u>	<u>11,805</u>	<u>100,154</u>

18 Related party transactions

Transactions with related parties

During the year the Charity entered into the following transactions with related parties:

	Rent Payable			
	2021 £	2020 £		
Walton on Thames Chairty	3,825	2,375		
	<u>3,825</u>	<u>2,375</u>		
			Rent and Maintenance Income	
	2021 £	2020 £	Employment	
			2021 £	2020 £
Age Concern	4,725	9,855	-	-
Close family relationship with Key Management Personnel	-	-	15,921	909
	<u>4,725</u>	<u>9,855</u>	<u>15,921</u>	<u>909</u>