

Company registration number: 07232206

Charity registration number: 1140782

# Bassetlaw Community and Voluntary Service

known as

BCVS

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2021

Community Accounting Plus  
Units 1 and 2 North West  
41 Talbot Street  
Nottingham  
NG1 5GL

**Bassetlaw Community and Voluntary Service**  
**known as BCVS**

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**Bassetlaw Community and Voluntary Service**  
**known as BCVS**

**Reference and Administrative Details**

<b>Trustees</b>	Fran Walker, Chair
	Barrie Spencer, Vice Chair
	Fr Nicolas Spicer, Vice Chair
	Greg Herdman
	Derek Wilkinson
	Josephine Millar
	David Chaplin
<b>Senior Management Team</b>	Andria Birch, Chief Executive Officer, from 08/09/2021
	Julie Barnes, Social Prescribing Manager
	Monika Rodzos, Finance Manager
	Rebecca Law, Service Manager
	Catherine Burn, Chief Executive Officer, until 09/05/2021
<b>Principal Office</b>	The Old Abbey School
	Priorswell Road
	Worksop
	Notts
	S80 2BU
<b>Company Registration Number</b>	07232206
<b>Charity Registration Number</b>	1140782
<b>Bankers</b>	Unity Trust Bank plc
	Four Brindleyplace
	Birmingham
	B1 2JB
<b>Independent Examiner</b>	John O'Brien, employee of
	Community Accounting Plus
	Units 1 and 2 North West
	41 Talbot Street
	Nottingham
	NG1 5GL

## **Bassetlaw Community and Voluntary Service**

### **known as BCVS**

### **Trustees' Report**

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2021.

#### **Trustees**

Fran Walker, Chair

Barrie Spencer, Vice Chair

Fr Nicolas Spicer, Vice Chair

Greg Herdman

Derek Wilkinson

Josephine Millar

David Chaplin

Sarah Farncombe (resigned 28 June 2020)

#### **Structure, governance and management**

##### ***Nature of governing document***

The charity is a company limited by guarantee and registered charity. It is operated under the rules of its memorandum and articles of association dated 22 April 2010. It has no share capital and the liability of each member in the event of winding-up is limited to £10.

##### ***Recruitment and appointment of trustees***

Under the requirements of the Memorandum and Articles of Association at each General Meeting, one third of the members of the Board, being those longest serving, shall retire, but shall be eligible for reappointment.

From time to time the existing trustees need to review the skills, experience and knowledge of the Committee, and this informs the appointment of new trustees.

The procedures to do this are:

- Identification by Members of the Committee of suitable candidates (i.e. their skills, experience, knowledge of the work and local community issues) via networks, and network organisations;
- Senior Managers discuss the vacancy opportunity with potential candidates & outline the nature of the organisation and its work;
- Interested candidates are invited to complete an application form and meet existing Members of the Committee at a Trustee meeting;
- Job Description / roles and responsibilities are discussed and agreed, and subject to agreement by Members of the Committee, interested and approved candidates are invited to join the Committee.

# **Bassetlaw Community and Voluntary Service**

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### **Trustees' Report**

#### **Objectives and activities**

##### ***Objects and aims***

The principal objects of the charity are:

- To promote any charitable purpose for the benefit of the community in Nottinghamshire and surrounding areas and in particular, the advancement of education, furtherance of health, and the relief of poverty, distress and sickness; and
- To promote and organise co-operation in the achievement of the above purposes and to that end to bring together representatives of statutory authorities and voluntary organisations engaged in the furtherance of the above purposes within the area of benefit.

##### ***Public benefit***

The range of community initiatives supported to achieve the objectives of the B CVS is numerous, but the main areas cover:

- Resource advice (financial, strategic, governance, equipment, hire of rooms and facilities) with positive, long term outcomes;
- A range of networking events highlighting new opportunities and challenges (Bassetlaw and Bolsover);
- Delivery of the Social Prescribing Link Worker Service, on behalf of all the 3 Primary Care Networks in Bassetlaw;
- Delivery of the Community Responders contract in Bassetlaw;
- Provision of a Dementia Advisor across Bassetlaw;
- Active support of new and existing community developments (Bassetlaw and Bolsover);
- An extensive communications/information function to relevant statutory, voluntary and business interests (Bassetlaw and Bolsover);
- The support and development of volunteering (Bassetlaw and Bolsover);
- Administrative and financial support to voluntary and community organisation (Bassetlaw and Bolsover);
- Management of the Old Abbey School and Centre for Sport and Learning community resource centre in Worksop;
- Represent the interests of third sector organisations enabling them to contribute to/influence public policy, strategy and planning (Bassetlaw and Bolsover).

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

#### **Achievements and performance**

Operating throughout the COVID-19 pandemic, 2020/21 has been one of the most challenging years on record for B CVS, as it has for all local, national and global communities. We have worked ever closer with our stakeholders and partners to remain fully operational throughout and to enable the best support possible for the most vulnerable in our communities during the pandemic. This has particularly focused on:

- Provision of a Bassetlaw-wide humanitarian response in partnership with Bassetlaw District Council and Bassetlaw Clinical Commissioning Group, which included the establishment of an emergency food hub based at the Centre for Sport and Learning, Manton, a volunteer led food and medication delivery service and check in calls for shielded and isolated citizens;

## **Bassetlaw Community and Voluntary Service**

### **known as BCVS**

### **Trustees' Report**

Volunteering brokerage support focused on two main areas – recruiting volunteers for the Emergency Food Hub and to support the COVID vaccination programme for 2 of the Bassetlaw Primary Care Networks. We have provided a wide range of volunteering outreach and profile activities, in conjunction with local groups and organisations. We have ensured high levels of volunteer recruitment and placement through the brokerage scheme including face to face interviews. We have offered volunteer support and development to a range of local organisations.

In addition to focused support and the emergency response during the pandemic, BCVS has continued with business as usual support.

BCVS has established its reputation as a high-quality infrastructure support service. We have strong partnerships and good relationships with our stakeholders and funders which allow BCVS to react quickly to emerging community needs. We maintained both the ISO9001 Quality Award and NAVCA Accredited Volunteer Centre status. We remain members of NAVCA and NCVO ensuring BCVS has access to best practice and continuous professional development support for our staff and to share across the community and voluntary sector.

We have developed a well-used community facility from our Worksop base at the Old Abbey School offering offices and rooms to rent and meet in, although this necessarily reduced in live with government guidance during the national lockdowns. The continued use of social media within our communications plan supports our position as a leader in the local VSC community.

We have continued to grow our high performing team and restructured the organisation to add capacity to the growing delivery in Derbyshire and with NHS as the employer of Primary Care Network Link Workers (one additional Social Prescribing Link Worker during 20/21). We have extended our local support services to a wide range of organisations, community groups and charities in and around the area of Bassetlaw and wider county of Nottinghamshire.

With the support of County Council funding, we employed a Dementia Advisor, whose role is to provide support to individuals and their carers/family, connect them with wider voluntary and community sector support and to increase the number of community support groups/peer support groups across Bassetlaw.

We have continued to make a full contribution to the wider strategic development agenda through the Bassetlaw Public and Third Sector Partnership, The Nottinghamshire Together Partnership and the Bassetlaw CCG Integrated Care Partnership. BCVS also represent the VCS at the South Yorkshire and Bassetlaw Integrated Care System collaborative board. We represent the voice of the sector in Bolsover and wider Derbyshire as part of the North East and Bolsover Place Alliance and The Bolsover Partnership.

BCVS continues to work to empower the voluntary and community sector in Nottinghamshire and Derbyshire, enhancing communication, networks and providing a platform for the sector, in ever changing times. During the pandemic, the VCS Health and Social Care Forum changed into VCS 'Conversation' groups (Winter, Spring etc) which facilitated collaboration and positive communications across a range of organisations in Bassetlaw and the Voluntary Sector Forum in Bolsover, Derbyshire.

Our work in volunteer recruitment and support has placed people into active voluntary roles in the districts of Bassetlaw and Bolsover. The main focus during COVID has been recruitment of volunteers for the Emergency Food Hub and to support the COVID vaccination clinics in Bassetlaw.

We have also delivered the North Nottinghamshire Support Partnership (NNSP) in partnership with Bassetlaw Action Centre and Bassetlaw District Council.

## **Bassetlaw Community and Voluntary Service**

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### **Trustees' Report**

BCVS is providing the Community Responders contract in Bassetlaw and in partnership with Nottinghamshire MIND, BCVS have delivered the Suicide Prevention programme for Bassetlaw.

BCVS is continuing to provide the VCS Infrastructure support tender for the District of Bolsover, Derbyshire and remain the Local Trusted Organisation for the Elmtun, Hodthorpe and Creswell Big Local.

In Bolsover, BCVS worked with Derbyshire County Council to offer a volunteer led community support service for vulnerable and shielded citizens during COVID, including the provision of the Home from Hospital Service.

The Trustees of BCVS are a strong team, working together to support the staff, as well as the longer strategic direction of the organisation.

In early 2021 we were advised that our respected CEO, Catherine Burn, was moving on. Our sincere thanks goes to Catherine for all her hard work and dedication to BCVS and Bassetlaw over the past decade. We are delighted to welcome Andria Birch as our new CEO.

Thank you also goes to our funders for ongoing support which enables our work to continue.

#### ***Policy on reserves***

The BCVS Trustees policy on reserves is that free reserves have been set at 18 months of operating costs. At 31/3/21, we held 18 months in free (unrestricted) reserves.

#### ***Principal risks and uncertainties***

##### ***Grant Aid***

BCVS receives grant aid from Nottinghamshire County Council, Bassetlaw District Council, Bassetlaw Clinical Commissioning Group and holds contracts for service delivery with Bolsover District Council, Derby and Derbyshire Clinical Commissioning Group and Bassetlaw Clinical Commissioning Group.

The major risk to the BCVS is reducing Grant Aid for core infrastructure support.

BCVS continues to work hard and creatively to generate new sources of sustainable income and to ensure all activities have a sound financial basis. Current levels of reserves would cover BCVS operations for a 18 month period.

#### **Plans for future periods**

##### ***Aims and key objectives for future periods***

During the next financial year, BCVS Trustees will be making financial investment into the following areas;

- Communications, IT infrastructure and data management systems to support the growth and development of the organisation including development of a new website;
- An office base in the Bolsover District to support the on the ground infrastructure delivery in the district;
- Continuous Professional Development of staff, trustees and volunteers.

## **Bassetlaw Community and Voluntary Service**

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### **Trustees' Report**

#### **Funds held as custodian trustee on behalf of others**

The BCVS held and managed funds for a number of other community groups, and these are as follows: -

- Public Health Fund
- St Giles Church
- Worksop Civic Society
- Community Garden
- Play Days
- Youth Funds
- Friends of Worksop Station
- Sandy Lane Funds
- Big Local
- Men in Sheds
- Flood appeal
- Big Local Creswell
- Big Local New Leisure
- Lloyds small grant
- PCC – Vulnerability Fund Small Grant
- Sport England – We Are Undefeatable

Movements in these funds are detailed in the notes in the accounts.



## **Bassetlaw Community and Voluntary Service**

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### **Trustees' Report**

#### **Statement of Trustees' Responsibilities**

The trustees (who are also the directors of Bassetlaw Community and Voluntary Service for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and 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.

#### **Small companies provision statement**

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on ..... and signed on its behalf by:

.....  
Fran Walker  
Trustee

## **Bassetlaw Community and Voluntary Service**

**known as BCVS**

### **Independent Examiner's Report to the trustees of Bassetlaw Community and Voluntary Service**

#### **Independent examiner's report to the trustees of Bassetlaw Community and Voluntary Service ('the Company')**

I report to the charity trustees on my examination of the accounts of the 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 accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the 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 charity's accounts 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**

Since the Company'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 and Fellow of the Association of Charity Independent Examiners, 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 Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts 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 accounts to be reached.

.....  
John O'Brien, employee of Community Accounting Plus  
Fellow of the Association of Charity Independent Examiners

Units 1 and 2 North West  
41 Talbot Street  
Nottingham  
NG1 5GL

Date:.....

# Bassetlaw Community and Voluntary Service

## known as BCVS

### Statement of Financial Activities for the Year Ended 31 March 2021 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
<b>Income from:</b>					
Donations and legacies	2	127,552	-	127,552	48,806
Charitable activities	3	47,885	764,343	812,228	514,184
Investment income	5	1,975	-	1,975	2,382
Total Income		<u>177,412</u>	<u>764,343</u>	<u>941,755</u>	<u>565,372</u>
<b>Expenditure on:</b>					
Charitable activities	6	<u>(77,815)</u>	<u>(499,637)</u>	<u>(577,452)</u>	<u>(452,878)</u>
Total Expenditure		<u>(77,815)</u>	<u>(499,637)</u>	<u>(577,452)</u>	<u>(452,878)</u>
<b>Other recognised gains and losses</b>					
Net movement in funds		99,597	264,706	364,303	112,494
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>484,003</u>	<u>252,016</u>	<u>736,019</u>	<u>623,525</u>
Total funds carried forward	20	<u><u>583,600</u></u>	<u><u>516,722</u></u>	<u><u>1,100,322</u></u>	<u><u>736,019</u></u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for the period is shown in note 20.

# Bassetlaw Community and Voluntary Service

known as BCVS

## Statement of Financial Activities for the Year Ended 31 March 2021 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

These are the figures for the previous accounting period and are included for comparative purposes

	Note	Unrestricted funds £	Restricted funds £	Total 2020 £
<b>Income and Endowments from:</b>				
Donations and legacies	2	48,806	-	48,806
Charitable activities	3	51,998	462,186	514,184
Investment income	5	2,382	-	2,382
Total income		<u>103,186</u>	<u>462,186</u>	<u>565,372</u>
<b>Expenditure on:</b>				
Charitable activities	6	<u>(55,708)</u>	<u>(397,170)</u>	<u>(452,878)</u>
Total expenditure		<u>(55,708)</u>	<u>(397,170)</u>	<u>(452,878)</u>
Net income		47,478	65,016	112,494
Transfers between funds		<u>484</u>	<u>(484)</u>	<u>-</u>
Net movement in funds		47,962	64,532	112,494
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>436,041</u>	<u>187,484</u>	<u>623,525</u>
Total funds carried forward	20	<u><u>484,003</u></u>	<u><u>252,016</u></u>	<u><u>736,019</u></u>

# Bassetlaw Community and Voluntary Service

known as BCVS

(Registration number: 07232206)  
Balance Sheet as at 31 March 2021

	Note	2021 £	2020 £
<b>Fixed assets</b>			
Tangible assets	14	22,333	20,446
<b>Current assets</b>			
Debtors	15	93,926	31,257
Cash at bank and in hand	16	<u>1,000,559</u>	<u>701,143</u>
		1,094,485	732,400
<b>Creditors: Amounts falling due within one year</b>	17	<u>(16,496)</u>	<u>(16,827)</u>
<b>Net current assets</b>		<u>1,077,989</u>	<u>715,573</u>
<b>Net assets</b>		<u>1,100,322</u>	<u>736,019</u>
<b>Funds of the charity:</b>			
<b>Restricted income funds</b>			
Restricted funds		516,722	252,016
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>583,600</u>	<u>484,003</u>
<b>Total funds</b>	20	<u>1,100,322</u>	<u>736,019</u>

For the financial year ending 31 March 2021 the charity 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 charity 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 accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements on pages 9 to 26 were approved by the trustees, and authorised for issue on ..... and signed on their behalf by:

.....  
David Chaplin  
Trustee

# Bassetlaw Community and Voluntary Service

## known as B CVS

### Statement of Cash Flows for the Year Ended 31 March 2021

	Note	2021 £	2020 £
<b>Cash flows from operating activities</b>			
Net cash income		364,303	112,494
<b>Adjustments to cash flows from non-cash items</b>			
Depreciation		6,723	4,908
Investment income	5	<u>(1,975)</u>	<u>(2,382)</u>
		369,051	115,020
<b>Working capital adjustments</b>			
Increase in debtors	15	(62,669)	(20,600)
(Decrease)/increase in creditors	17	<u>(331)</u>	<u>2,772</u>
Net cash flows from operating activities		<u>306,051</u>	<u>97,192</u>
<b>Cash flows from investing activities</b>			
Interest receivable and similar income	5	1,975	2,382
Purchase of tangible fixed assets	14	<u>(8,610)</u>	<u>(726)</u>
Net cash flows from investing activities		<u>(6,635)</u>	<u>1,656</u>
Net increase in cash and cash equivalents		299,416	98,848
Cash and cash equivalents at 1 April		<u>701,143</u>	<u>602,295</u>
Cash and cash equivalents at 31 March		<u><u>1,000,559</u></u>	<u><u>701,143</u></u>
<b>Reconciliation of net cash flow to movement in net funds</b>			
Increase in cash		299,416	98,848
Net funds at 1 April 2020		<u>701,143</u>	<u>602,295</u>
Net funds at 31 March 2021		<u><u>1,000,559</u></u>	<u><u>701,143</u></u>

All of the cash flows are derived from continuing operations during the above two periods.

# **Bassetlaw Community and Voluntary Service**

## **known as BCVS**

### **Notes to the Financial Statements for the Year Ended 31 March 2021**

#### **1 Accounting policies**

##### **Summary of significant accounting policies and key accounting estimates**

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

##### **Statement of compliance**

The financial statements have been prepared in accordance with 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 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

##### **Basis of preparation**

Bassetlaw Community and Voluntary Service meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

##### **Going concern**

The financial statements have been prepared on a going concern basis.

The trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

##### **Income and endowments**

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

##### ***Grants receivable***

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

##### ***Gift aid***

Incoming resources from tax reclaims are included in the Statement of Financial Activities at the same time as the gift to which they relate.

## **Bassetlaw Community and Voluntary Service**

### **known as BCVS**

## **Notes to the Financial Statements for the Year Ended 31 March 2021**

### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

### **Charitable activities**

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

### **Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

### **Tangible fixed assets**

Individual fixed assets costing £500.00 or more are initially recorded at cost.

### **Depreciation and amortisation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

<b>Asset class</b>	<b>Depreciation method and rate</b>
Leasehold improvements	over the remaining life of the lease
IT equipment	33.3% straight line
General equipment	20.0% straight line

### **Trade debtors**

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

### **Cash and cash equivalents**

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.



## **Bassetlaw Community and Voluntary Service**

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#### **Notes to the Financial Statements for the Year Ended 31 March 2021**

##### **Trade creditors**

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

##### **Fund structure**

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Restricted income funds are those grants for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

##### **Pensions and other post retirement obligations**

The charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity. Pension costs charges in the Statement of Financial Activities represent the contributions payable by the charity during the year.

# **Bassetlaw Community and Voluntary Service**

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## **Notes to the Financial Statements for the Year Ended 31 March 2021**

### **2 Income from donations and legacies**

	<b>Unrestricted funds</b>	<b>Total</b>	<b>Total</b>
	<b>General</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Grants, including capital grants;			
Government grants	115,746	115,746	40,304
Grants from other charities	9,100	9,100	8,500
Grants from companies	2,500	2,500	-
Other income from donations and legacies	206	206	2
	<u>127,552</u>	<u>127,552</u>	<u>48,806</u>

### **3 Income from charitable activities**

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total</b>	<b>Total</b>
	<b>General</b>	<b>funds</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Grants	-	764,343	764,343	462,186
Management fees & recharges	43,480	-	43,480	33,100
Rental income	-	-	-	7,251
Room hire & refreshments	4,254	-	4,254	9,577
Sundry income	151	-	151	2,070
	<u>47,885</u>	<u>764,343</u>	<u>812,228</u>	<u>514,184</u>

# Bassetlaw Community and Voluntary Service

known as BCVS

## Notes to the Financial Statements for the Year Ended 31 March 2021

### 4 Grants & donations

	Unrestricted funds £	Restricted funds £	Total £
Active Notts	-	5,311	5,311
Acts 345	100	-	100
NHS Bassetlaw CCG	-	366,579	366,579
Bassetlaw District Council	35,000	24,000	59,000
Bassetlaw Foodbank	-	3,000	3,000
Bassetlaw Labour Group	-	5,000	5,000
Bolsover District Council	-	67,337	67,337
Department for Work & Pensions	-	1,678	1,678
Derbyshire County Council	25,000	25,750	50,750
Derbyshire Police	7,000	-	7,000
Doncaster Lodges	-	750	750
Foundation Derbyshire	-	11,998	11,998
Health & Wellbeing Associates	2,500	-	2,500
HMRC (JRS)	2,774	-	2,774
Larwood Health Partnership	-	30,196	30,196
Lloyds Bank Foundation	-	2,270	2,270
NAVCA	3,000	-	3,000
Newgate Medical Centre	-	30,196	30,196
NHS Sheffield CCG	11,224	-	11,224
Notts County Council	34,748	114,988	149,736
Pandrol Worksop	-	1,000	1,000
South Derbyshire CVS	6,000	18,747	24,747
The Duke of Portland's Charitable Trust	-	7,500	7,500
Tuxford Medical Centre	-	30,196	30,196
Worksop Charter Trustees' Club	-	10,000	10,000
Sundry donations	206	7,847	8,053
	<u>127,552</u>	<u>764,343</u>	<u>891,895</u>

### 5 Investment income

	Unrestricted funds General £	Total 2021 £	Total 2020 £
Interest receivable and similar income;			
Interest receivable on bank deposits	<u>1,975</u>	<u>1,975</u>	<u>2,382</u>

# Bassetlaw Community and Voluntary Service

known as BCVS

## Notes to the Financial Statements for the Year Ended 31 March 2021

### 6 Expenditure on charitable activities

	Unrestricted funds	Restricted funds	Total 2021	Total 2020
	General £	£	£	£
Bank charges	343	6	349	426
Stationery & postage	875	89	964	2,313
Cleaning	2,597	1,212	3,809	776
Communications	1,643	4,971	6,614	3,342
Computer & consumables	6,022	5,619	11,641	7,623
Depreciation	6,723	-	6,723	4,908
Equipment	974	1,702	2,676	1,963
Food hub	-	21,230	21,230	-
Insurances	3,666	850	4,516	2,065
Hospitality	459	-	459	1,151
Premises maintenance	13,795	5,083	18,878	7,714
Other expenses	155	1,728	1,883	161
Photocopying & printing	348	304	652	970
Professional fees	5,648	1,264	6,912	19,475
Publications & publicity	527	4,169	4,696	188
Salaries, NI & pension	30,653	436,576	467,229	340,610
Service delivery	-	7,394	7,394	42,768
Staff training	-	60	60	1,197
Subscriptions	2,235	-	2,235	3,052
Travel expenses	22	1,726	1,748	7,416
Utilities	1,078	4,096	5,174	4,590
Home working expenses	52	805	857	-
Volunteering support	-	753	753	170
	<u>77,815</u>	<u>499,637</u>	<u>577,452</u>	<u>452,878</u>

### 7 Net incoming/outgoing resources

Net incoming resources for the year include:

	2021 £	2020 £
Depreciation of fixed assets	<u>6,723</u>	<u>4,908</u>

## **Bassetlaw Community and Voluntary Service**

### **known as BCVS**

#### **Notes to the Financial Statements for the Year Ended 31 March 2021**

##### **8 Staff costs**

The aggregate payroll costs were as follows:

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Staff costs during the year were:</b>		
Wages and salaries	407,663	304,080
Social security costs	33,045	17,948
Pension costs	26,521	18,582
	<u>467,229</u>	<u>340,610</u>

The monthly average number of persons (including senior management team) employed by the charity during the year was as follows:

	<b>2021</b>	<b>2020</b>
	<b>No</b>	<b>No</b>
Average number of employees	<u>22</u>	<u>19</u>

17 (2020 - 17) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £26,521 (2020 - £17,948).

No employee received emoluments of more than £60,000 during the year.

The total employee benefits of the key management personnel of the charity were £171,726 (2020 - £133,986).

##### **9 Trustees remuneration and expenses**

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

## Bassetlaw Community and Voluntary Service

known as BCVS

### Notes to the Financial Statements for the Year Ended 31 March 2021

#### 10 Fees payable to independent examiner

During the period, the fees payable (excluding VAT) to the charity's independent examiner Community Accounting Plus are analysed as follows:

	2021 £	2020 £
Independent examination	1,400	1,200
Other financial services	60	60
	<u>1,460</u>	<u>1,260</u>

#### 11 3rd Party Funds

	Opening balance £	Incoming resources £	Resources expended £	Closing balance £
Public Health Fund	2,081	-	-	2,081
St Giles Church	2,285	-	-	2,285
Workshop Civic Society	403	-	-	403
Community Garden	66	-	-	66
Play Days	1,277	-	(200)	1,077
Youth Funds	1,492	-	-	1,492
Friends of Workshop Station	1,105	1,490	(106)	2,489
Sandy Lane Funds	10,535	-	-	10,535
Men in Sheds	150	-	-	150
Flood appeal	-	411	(411)	-
Big Local Creswell	14,953	116,656	(97,263)	34,346
Big Local New Leisure	17,190	2,798	(19,988)	-
Community Unity Project	-	4,648	(4,648)	-
Glapwell Community Association	-	250	(250)	-
We Are Undefeatable	-	15,461	-	15,461
PCC Vulnerability Small Grants Fund	-	12,000	(5,000)	7,000
Bolsover Small Grants (Lloyds) Fund	-	12,000	-	12,000
	<u>51,537</u>	<u>165,714</u>	<u>(127,866)</u>	<u>89,385</u>

#### 12 Related party transactions

There were no related party transactions in the year.

# Bassetlaw Community and Voluntary Service

known as BCVS

## Notes to the Financial Statements for the Year Ended 31 March 2021

### 13 Taxation

The charity is a registered charity and is therefore exempt from taxation.

### 14 Tangible fixed assets

	Leasehold improvements £	General equipment £	IT equipment £	Total £
<b>Cost</b>				
At 1 April 2020	45,816	9,033	23,344	78,193
Additions	-	2,792	5,818	8,610
At 31 March 2021	45,816	11,825	29,162	86,803
<b>Depreciation</b>				
At 1 April 2020	27,489	7,973	22,285	57,747
Charge for the year	3,055	912	2,756	6,723
At 31 March 2021	30,544	8,885	25,041	64,470
<b>Net book value</b>				
At 31 March 2021	15,272	2,940	4,121	22,333
At 31 March 2020	18,327	1,060	1,059	20,446

### 15 Debtors

	2021 £	2020 £
Trade debtors	93,926	30,472
Prepayments	-	785
	93,926	31,257

### 16 Cash and cash equivalents

	2021 £	2020 £
Cash on hand	265	214
Cash at bank	1,000,294	700,929
	1,000,559	701,143

## **Bassetlaw Community and Voluntary Service**

**known as BCVS**

### **Notes to the Financial Statements for the Year Ended 31 March 2021**

#### **17 Creditors: amounts falling due within one year**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Trade creditors	2,164	5,207
Other taxation and social security	8,111	6,550
Other creditors	6,221	5,070
	<u>16,496</u>	<u>16,827</u>

#### **18 Charity status**

The charity is a company limited by guarantee and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £10 towards the assets of the charity in the event of liquidation.

#### **19 Commitments**

##### **Capital commitments**

The charity has one lease for premises at a peppercorn rent until 2026. Any rental income from sub-letting is to be split equally between the charity and the landlord.



# Bassetlaw Community and Voluntary Service

## known as BCVS

### Notes to the Financial Statements for the Year Ended 31 March 2021

#### 20 Funds

	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Balance at 31 March 2021 £
<b>Unrestricted funds</b>				
<i>General</i>				
General	414,003	177,412	(77,815)	513,600
<i>Designated</i>				
Restructuring & redundancy fund	50,000	-	-	50,000
Capital costs fund	20,000	-	-	20,000
	<u>70,000</u>	<u>-</u>	<u>-</u>	<u>70,000</u>
<b>Total Unrestricted funds</b>	<u>484,003</u>	<u>177,412</u>	<u>(77,815)</u>	<u>583,600</u>
<b>Restricted funds</b>				
Bassetlaw CCG	-	79,800	(79,800)	-
CCG Dementia Fund	-	19,738	-	19,738
CCG Development (Mental Scoping)	86,864	20,040	(19,439)	87,465
CCG Suicide Prevention	17,880	47,000	(5,640)	59,240
BCVS Community Responders (SP)	114,081	200,000	(114,536)	199,545
Bolsover Infrastructure Support	29,409	67,336	(80,740)	16,005
Derbyshire Infrastructure Support	-	20,750	(7,398)	13,352
Hardship Fund	3,782	-	-	3,782
Home from Hospital	-	18,747	(18,747)	-
DCF Covid Fund	-	11,998	(7,460)	4,538
Lloyds Small Grants Fund	-	2,270	(2,270)	-
Notts Covid Fund	-	115,398	(50,534)	64,864
Link Workers	-	92,266	(92,266)	-
NNSP 18-21	-	20,000	(20,000)	-
Dementia Advisor (SP)	-	44,000	(587)	43,413
Volunteering Bolsover	-	5,000	(220)	4,780
	<u>252,016</u>	<u>764,343</u>	<u>(499,637)</u>	<u>516,722</u>
<b>Total restricted funds</b>	<u>252,016</u>	<u>764,343</u>	<u>(499,637)</u>	<u>516,722</u>
<b>Total funds</b>	<u><u>736,019</u></u>	<u><u>941,755</u></u>	<u><u>(577,452)</u></u>	<u><u>1,100,322</u></u>

## **Bassetlaw Community and Voluntary Service**

### **known as BCVS**

#### **Notes to the Financial Statements for the Year Ended 31 March 2021**

The specific purposes for which the funds are to be applied are as follows:

Bassetlaw CCG - To deliver high quality, locally accessible and tailored infrastructure support for groups and individuals to support tackling local health inequalities.

CCG Dementia Funds – To support additional dementia-related developments within the community.

CCG Development – Mental health scoping and developing infrastructure.

CCG Suicide Prevention - Communication/promotions and second roll out of small grants scheme.

BCVS Community Responders - To support identification and delivery of interventions that tackle local health inequalities whilst maximising value for money and ensuring we maintain focus on longer term financial sustainability.

Bolsover Infrastructure Support – Voluntary and Community Sector Infrastructure Support and signposting.

Derbyshire Infrastructure Support – Local infrastructure support, volunteer brokerage.

Hardship Fund – Funds to support volunteer expenses.

Home from Hospital – Short term practical support for vulnerable people who are leaving hospital.

DCF Covid fund - Community development work as part of the agreed COVID-19 After Shock delivery plan, with an emphasis on hard to reach communities.

Lloyds Small Grants Fund - Working with Lloyds Bank Foundation for England and Wales to support systems change work in Bolsover.

Notts Covid Fund – to support the Emergency Humanitarian Response across Bassetlaw.

Link Workers – Hosting of the PCN Social Prescribing Link Workers.

NNSP 18-21 – Information Partnership to support vulnerable people in Bassetlaw.

Dementia Advisor – Nottinghamshire County Council (Better Care Funding) to support people living with dementia as well as their carers/families by providing advice and signposting to local organisations.

Volunteering Bolsover – Funds to support volunteer expenses across Derbyshire.

# Bassetlaw Community and Voluntary Service

## known as BCVS

### Notes to the Financial Statements for the Year Ended 31 March 2021

	Balance at 1 April 2019 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2020 £
<b>Unrestricted funds</b>					
<i>General</i>					
General	366,041	103,186	(55,708)	484	414,003
<i>Designated</i>					
Restructuring & redundancy fund	50,000	-	-	-	50,000
Capital costs fund	20,000	-	-	-	20,000
	<u>70,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>70,000</u>
<b>Total unrestricted funds</b>	<u>436,041</u>	<u>103,186</u>	<u>(55,708)</u>	<u>484</u>	<u>484,003</u>
<b>Restricted funds</b>					
Bassetlaw CCG	-	75,000	(75,000)	-	-
CCG Development (Mental Scoping)	71,762	40,000	(24,898)	-	86,864
CCG Suicide Prevention	-	40,880	(23,000)	-	17,880
BCVS Community Responders (SP)	111,770	219,738	(217,427)	-	114,081
Bolsover Infrastructure Support	-	55,548	(25,655)	(484)	29,409
Hardship Fund	3,952	-	(170)	-	3,782
Link Workers	-	18,520	(18,520)	-	-
NNSP 18-21	-	12,500	(12,500)	-	-
	<u>187,484</u>	<u>462,186</u>	<u>(397,170)</u>	<u>(484)</u>	<u>252,016</u>
<b>Total restricted funds</b>	<u>187,484</u>	<u>462,186</u>	<u>(397,170)</u>	<u>(484)</u>	<u>252,016</u>
<b>Total funds</b>	<u>623,525</u>	<u>565,372</u>	<u>(452,878)</u>	<u>-</u>	<u>736,019</u>

# Bassetlaw Community and Voluntary Service

known as B CVS

## Notes to the Financial Statements for the Year Ended 31 March 2021

### 21 Analysis of net assets between funds

	Unrestricted funds		Restricted funds	2021 Total funds
	General £	Designated £	£	£
Tangible fixed assets	22,333	-	-	22,333
Current assets	507,763	70,000	516,722	1,094,485
Current liabilities	(16,496)	-	-	(16,496)
Total net assets	<u>513,600</u>	<u>70,000</u>	<u>516,722</u>	<u>1,100,322</u>
	Unrestricted funds		Restricted funds	2020 Total funds
	General £	Designated £	£	£
Tangible fixed assets	20,446	-	-	20,446
Current assets	410,384	70,000	252,016	732,400
Current liabilities	(16,827)	-	-	(16,827)
Total net assets	<u>414,003</u>	<u>70,000</u>	<u>252,016</u>	<u>736,019</u>