

# SWAN ADVICE NETWORK

England & Wales · Charity number 1141396

## Details

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Status	Registered
Legal form	Charitable company
Company number	<a href="#">06883950</a>
Registered	2011-04-01
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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**Address**  
Swan Advice Network  
Unit 2  
1 Waterloo Rd  
Radstock  
Bath And North East Somerset  
BA3 3EP

**Phone** 01761439548

**Email** [ceo@swan-transport.co.uk](mailto:ceo@swan-transport.co.uk)

**Website** [swan-transport.com](http://swan-transport.com)

## Activities

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**Objects:** TO RELIEVE NEED AND HARDSHIP AMONGST PEOPLE IN BATH AND NORTH EAST SOMERSET AND SURROUNDING AREAS BY PROVIDING A RANGE OF ADVICE, INFORMATION AND ACCESS SERVICES.

**Activities:** SWAN's purpose is to provide a range of access and advice services aimed at alleviating need and hardship in Bath and North East Somerset and the surrounding areas. We provide transport services using volunteer drivers for the elderly or disabled on low incomes and have regular Cuppa and Chat sessions for our lonely and isolated passengers.

## Classification

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- **How:** Provides Human Resources, Provides Services, Provides Advocacy/advice/information
- **What:** Disability, The Prevention Or Relief Of Poverty
- **Who:** Elderly/old People, People With Disabilities, Other Defined Groups

## Geography

- **Area of benefit:** BATH AND NORTH EAST SOMERSET
- Bath And North East Somerset

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£160,419	£154,697	-	-
2024-03-31	£142,617	£138,137	-	-
2023-03-31	£135,703	£133,506	-	-
2022-03-31	£102,554	£106,598	-	-
2021-03-31	£103,571	£81,271	-	-

## Trustees

Name	Role	Appointed
<b>CHRIS DAVIS</b>	Chair	
CHARLES GERRISH		
Colin Allen		2021-02-10
Michael Evans		2011-04-13

**SWAN ADVICE NETWORK**

England & Wales - Charity number 1141396

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# Accounts

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**REGISTERED COMPANY NUMBER: 6883950 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1141396**

**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2025**  
**FOR**  
**SWAN ADVICE NETWORK**

**SWAN ADVICE NETWORK**

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FOR THE YEAR ENDED 31 MARCH 2025**

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## **SWAN ADVICE NETWORK**

### **REPORT OF THE EXECUTIVE COMMITTEE FOR THE YEAR ENDED 31 MARCH 2025**

#### **Purpose**

Swan's purpose, as set out in its Memorandum and Articles of Association is to provide a range of advice and access services aimed at alleviating need and hardship in Bath and North East Somerset (BANES) and the surrounding areas. To achieve this purpose the charity pursues the following objectives:

- To provide transport to access services and activities
- To support tackling loneliness in our communities, including through transport services
- To provide advice
- To work with other agencies to target services and improve access to services
- To maintain the process of organisational development
- To establish continuous streams of funding for Swan's work

#### **Organisational Development**

Swan reviews its activities each year looking at what we have achieved and the outcomes of our work. The review looks at the success of each activity and the benefits brought to the people we are set up to help. We have referred to the information contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities.

This year our Development Officer left in September, but she had overseen the update of our website before she moved on. She was replaced in November with the new role of Operations Officer for 24 hours a week.

Our self employed fundraiser who began in February 24 has gone from strength to strength and is now an invaluable part of Swan's team.

We were given formal notice in June that we would need to leave Leigh House - a building we shared with other charities, as administrators took over the property to sell it. Some basic improvements to the building began around us and our search for a new premises continued in earnest. The new landlord who then decided to redevelop the building, accommodated us short term as work began on the staircase and upper floor, and we finally found somewhere accessible by bus as 2 staff don't drive, and which was more affordable than most available spaces. The downside has been that it is only about a third of the size of our former office, so we needed a massive clear out of records and furniture that had accrued over more than 20 years. We moved into the new office in Waterloo Road in Radstock at the end of March with our new landlord still completing a few last minute jobs in the premises.

Swan's focus in the latter part of the financial year was primarily on the move, but we did start talks in January about re-opening the Food Club which had previously been operating in Radstock and had had to close as another charity withdrew. By the end of the financial year we had firm plans to pilot this in 25/26.

Towards the end of the financial year we were made aware that the company who had provided our transport booking system for last 10 years would be closing and no more support or updates would be available. We began investigating what other transport software systems might meet our needs.

#### **How our Activities Deliver Public Benefit**

The summary of Swan's main activities and those we help is below. Our purpose limits the services we provide to residents in BANES and the surrounding areas and our funding limits the number of people we can help. Our services are provided free to our clients although we accept donations towards the costs of our transport journeys.

## **SWAN ADVICE NETWORK**

### **REPORT OF THE EXECUTIVE COMMITTEE FOR THE YEAR ENDED 31 MARCH 2025**

#### **Achievement and Performance**

##### **Volunteer Transport Scheme**

Swan's transport falls into 3 projects: Supporting People, Community Transport and Access to Health. The Supporting People project provides transport to enable clients of Social Services to access a range of activities, whether it be shopping or attending a luncheon club, day care or further education. It is also used to enable disabled people on low income to access activities that they would not otherwise be able to get to. The Access to Health project enables passengers to get to health related appointments, and Community Transport covers any other destinations.

In total Swan's transport service has undertaken 4284 journeys this year, which is about 2% more than the previous year. The BANES funded Supporting People transport undertook 2065 journeys - a 3% decrease on last year. Swan undertook 762 health related journeys in 24/25 and 1457 other types of community transport journeys. This was a decrease in health journeys, but a 25% increase in other Community Transport journeys compared to last year. In total Swan has averaged 358 journeys per month.

##### **Cuppa and Chat**

This project is an opportunity to bring Swan's lonely and isolated passengers together. We have held meetings this year every 3 or 4 weeks with up to 16 passengers attending. We have used a local community minibus from Age UK to help with some of the transport. We have 18 active participants in Cuppa and Chat. 16 live alone, and most have mobility issues and use walking aids. Swan uses a local café of another charity as our main venue for Cuppa and Chat with trips to other local cafés in the area for some variety. During the year our Cuppa and Chat attendees have enjoyed a couple of meals cooked and hosted by another charity -Swallow, and over the summer they enjoyed having a go on the local Chat-E - Cycle - a bespoke electric cycle adapted to take a passenger provided by The Active Way.

##### **Use of Volunteers**

Swan has had 31 drivers registered with us in 24/25. In any one month we had a maximum of 28 drivers actively involved. We have welcomed 3 new drivers, and 1 driver left during the year. We have had an administration volunteer working in the office for 4 hours a week. Our five trustees are all volunteers who give up their time to attend meetings and to oversee Swan's progress. We are looking forward to having the Food Club volunteers join Swan as part of our team in the new financial year.

##### **Financial Review**

Incoming resources for the year amounted to £160,419 and expenditure was £154,697

##### **Reserves Policy**

The Executive Committee has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets (the free reserves) held by the charity should be at least 3 months operating costs (circa £34,500) and are now designated for this purpose. General fund in 2024/25 was £7,385

In addition, Swan has established designated funds for a sickness reserve (£5,000) and redundancy provision for a worse case scenario (£24,182). This represents a reserves target of £63,682. At this level the Executive Committee feels that Swan would be able to continue the usual activities of the charity in the event of a significant drop in funding. Were that to occur, it would obviously be necessary to consider how the funding would be replaced or activities changed.

##### **Risk Review**

Risks to Swan and its activities are kept under regular review. The major risks to funding are being addressed by seeking opportunities to diversify activities, such as taking on the Food Club, and through this opening up the possibility of wider funding sources. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery of all operational aspects of the charity. These procedures are periodically renewed to ensure that they still meet the needs of the charity. A detailed financial policy defines clear financial responsibility, safeguards and accountability.

## **SWAN ADVICE NETWORK**

### **STRATEGIC REPORT FOR THE YEAR ENDED 31 MARCH 2025**

#### **Plans for the Future**

Swan will continue to do what is required to maintain its transport services and contacts with clients and groups that make referrals to our services. Swan will further the development of ideas as to how Swan can develop its services and contribute to tackling loneliness. These plans include effort to:

- Ensure our transport service evolves to meet any new demands including the use of a new transport software system
- Recruit more drivers to ensure our ability to meet demand
- Pilot Swan running the Radstock Food Club
- Continue to explore new sources of funding
- Extend Cuppa and Chat sessions
- Evaluate how these sessions can link to other activities, possibly supported by other charities and organisations in BANES.

#### **Structure, Governance and Management**

Swan is a charitable company limited by guarantee, incorporated on 21 April 2009. It was originally registered with the Charity Commission as a charity on 30th October 1989. The company was established under a Memorandum of Association which established the objects of the charitable company, and it is governed under its Articles of Association. The liability of the members (the trustees) is limited. Under the Memorandum of Association, in the event of the charitable company being wound up its members may be required to contribute an amount not exceeding £10 to the company's assets.

In September 2024 our longstanding Company Secretary Sue Bright retired and the position has been taken on by Susan Charles who is the vice Chair of the Trustees.

#### **Recruitment and Appointment of Executive Committee Members**

The directors of the company are also charity trustees for the purpose of charity law and under the company's Articles of Association are known as members of the Executive Committee. All members of the Executive Committee give their time voluntarily and receive no benefits from the charity.

At each annual general meeting, one third of members of the Executive Committee retire, based on length of service, and are eligible for re-appointment subject to available vacancies and to their recommendation for re-appointment by the Executive Committee. Appointment of new executive committee members is through a recruitment process, followed by a recommendation of the Executive Committee to the annual general meeting for formal approval. The recruitment process can include a variety of means and whenever necessary specific skills are sought. Prospective members initially meet with the CEO, and if both sides wish to proceed they are then invited to attend at least one meeting of the Executive Committee as an observer and to give more details of what they could contribute as a member. Their appointment may then proceed subject to first ascertaining that the applicant is eligible to become both a company director and a charity trustee.

**SWAN ADVICE NETWORK**

**STRATEGIC REPORT  
FOR THE YEAR ENDED 31 MARCH 2025**

**Trustees' responsibilities in relation to the financial statements**

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and UK Accounting Standards (UK Generally Accepted Accounting Practice). Company law requires the 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 of 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.  
Statement as to disclosure to our Independent Examiners

In so far as the trustees are aware at the time of approving our trustees annual report:

- there is no relevant information, being information needed by the examiner in connection with preparing their report, of which the charitable company's examiner is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the examiner is aware of that information.

This report had been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime and Statement of Recommended Practice - Accounting and Reporting by Charities.

This report was approved by the board on the 23rd October 2025 and signed by its order

  
.....  
C Davis – Chair of trustees

  
.....  
Susan Charles – Vice Chair

**SWAN ADVICE NETWORK**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2025**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2025. The trustees have adopted the provisions of 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).

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**  
6883950 (England and Wales)

**Registered Charity number**  
1141396

**Registered office**  
Unit B, 1 Waterloo Road  
Radstock  
Somerset  
BA3 3EP

**Trustees**  
C Allen Treasurer  
S M Charles Vice Chair  
C J Davis Chair of Trustees  
M Evans Trustee  
C D Gerrish Trustee

**Company Secretary**  
S M Charles Vice Chair

**Independent Examiner**  
PG Owen Limited  
Chartered Accountants  
124 High Street  
Midsomer Norton  
Bath  
Avon  
BA3 2DA

Approved by order of the board of trustees on ..... and signed on its behalf by:



23-10-2025

.....  
C Allen - Treasurer

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
SWAN ADVICE NETWORK**

**Independent examiner's report to the trustees of Swan Advice Network ('the Company')**

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

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the 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**

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:

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.



Robin N Browning BA (Hons) FCCA FCA FAIA BFP

PG Owen Limited  
Chartered Accountants  
124 High Street  
Midsomer Norton  
Bath  
Avon  
BA3 2DA

Date: 24/10/2025

**SWAN ADVICE NETWORK**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2025**

	Notes	Unrestricted funds £	Restricted fund £	2025 Total funds £	2024 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations		16,207	119,268	135,475	118,516
<b>Charitable activities</b>					
Activities to further charity's objectives		-	22,988	22,988	22,318
Investment income	2	<u>1,956</u>	<u>-</u>	<u>1,956</u>	<u>1,783</u>
<b>Total</b>		<u>18,163</u>	<u>142,256</u>	<u>160,419</u>	<u>142,617</u>
<b>EXPENDITURE ON</b>					
Raising funds	3	12,625	-	12,625	7,125
<b>Charitable activities</b>					
Activities to further charity's objectives		<u>6,228</u>	<u>135,844</u>	<u>142,072</u>	<u>131,012</u>
<b>Total</b>		<u>18,853</u>	<u>135,844</u>	<u>154,697</u>	<u>138,137</u>
<b>NET INCOME/(EXPENDITURE)</b>					
Transfers between funds	11	<u>(690)</u> <u>(7,500)</u>	<u>6,412</u> <u>7,500</u>	<u>5,722</u> <u>-</u>	<u>4,480</u> <u>-</u>
<b>Net movement in funds</b>		<b>(8,190)</b>	<b>13,912</b>	<b>5,722</b>	<b>4,480</b>
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		<u>79,256</u>	<u>16,089</u>	<u>95,345</u>	<u>90,865</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>71,066</u></u>	<u><u>30,001</u></u>	<u><u>101,067</u></u>	<u><u>95,345</u></u>

The notes form part of these financial statements

**SWAN ADVICE NETWORK**

**BALANCE SHEET  
31 MARCH 2025**

	Notes	Unrestricted funds £	Restricted fund £	2025 Total funds £	2024 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	8	-	1,034	1,034	1,360
<b>CURRENT ASSETS</b>					
Debtors	9	-	3,401	3,401	3,627
Cash at bank		<u>71,067</u>	<u>29,469</u>	<u>100,536</u>	<u>92,242</u>
		71,067	32,870	103,937	95,869
<b>CREDITORS</b>					
Amounts falling due within one year	10	-	(3,904)	(3,904)	(1,884)
<b>NET CURRENT ASSETS</b>					
		<u>71,067</u>	<u>28,966</u>	<u>100,033</u>	<u>93,985</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
		<u>71,067</u>	<u>30,000</u>	<u>101,067</u>	<u>95,345</u>
<b>NET ASSETS</b>					
		<u>71,067</u>	<u>30,000</u>	<u>101,067</u>	<u>95,345</u>
<b>FUNDS</b>					
Unrestricted funds	11			71,067	79,256
Restricted funds				<u>30,000</u>	<u>16,089</u>
<b>TOTAL FUNDS</b>					
				<u>101,067</u>	<u>95,345</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2025.

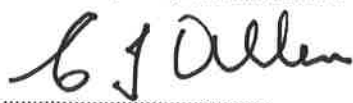
The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2025 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each 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 charitable company.

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

The financial statements were approved by the Board of Trustees and authorised for issue on 23/10/25 and were signed on its behalf by:



C Allen - Treasurer

The notes form part of these financial statements

**SWAN ADVICE NETWORK**

**CASH FLOW STATEMENT  
FOR THE YEAR ENDED 31 MARCH 2025**

	Notes	2025 £	2024 £
<b>Cash flows from operating activities</b>			
Cash generated from operations	1	<u>6,598</u>	<u>6,072</u>
Net cash provided by operating activities		<u>6,598</u>	<u>6,072</u>
<b>Cash flows from investing activities</b>			
Purchase of tangible fixed assets		(260)	(1,367)
Interest received		<u>1,956</u>	<u>1,783</u>
Net cash provided by investing activities		<u>1,696</u>	<u>416</u>
		<hr/>	<hr/>
<b>Change in cash and cash equivalents in the reporting period</b>		8,294	6,488
<b>Cash and cash equivalents at the beginning of the reporting period</b>		<u>92,242</u>	<u>85,754</u>
<b>Cash and cash equivalents at the end of the reporting period</b>		<u>100,536</u>	<u>92,242</u>

The notes form part of these financial statements

**SWAN ADVICE NETWORK**

**NOTES TO THE CASH FLOW STATEMENT  
FOR THE YEAR ENDED 31 MARCH 2025**

**1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES**

	2025	2024
	£	£
<b>Net income for the reporting period (as per the Statement of Financial Activities)</b>	5,722	4,480
<b>Adjustments for:</b>		
Depreciation charges	586	539
Interest received	(1,956)	(1,783)
Decrease in debtors	226	3,016
Increase/(decrease) in creditors	<u>2,020</u>	<u>(180)</u>
<b>Net cash provided by operations</b>	<u>6,598</u>	<u>6,072</u>

**2. ANALYSIS OF CHANGES IN NET FUNDS**

	At 1.4.24	Cash flow	At 31.3.25
	£	£	£
<b>Net cash</b>			
Cash at bank	<u>92,242</u>	<u>8,294</u>	<u>100,536</u>
	<u>92,242</u>	<u>8,294</u>	<u>100,536</u>
<b>Total</b>	<u>92,242</u>	<u>8,294</u>	<u>100,536</u>

The notes form part of these financial statements

## SWAN ADVICE NETWORK

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

#### 1. ACCOUNTING POLICIES

##### **Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

##### **Income**

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income.

Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity when this can be quantified.

The value of services provided by volunteers has not been included in these Accounts.

Investment income is included when receivable.

Incoming resources from charitable trading activity are accounted for when earned.

Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

##### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

##### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Office Equipment      - 20% on cost

##### **Taxation**

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

##### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the Executive Committee for particular purposes.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

## SWAN ADVICE NETWORK

### NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2025

#### 1. ACCOUNTING POLICIES - continued

##### Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period in which they relate.

#### 2. INVESTMENT INCOME

	2025	2024
	£	£
Deposit account interest	<u>1,956</u>	<u>1,783</u>

#### 3. RAISING FUNDS

##### Raising donations and legacies

	2025	2024
	£	£
Staff costs	-	6,000
Support costs	<u>12,625</u>	<u>1,125</u>
	<u>12,625</u>	<u>7,125</u>

#### 4. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2025	2024
	£	£
Independent Examination	880	880
Depreciation - owned assets	<u>586</u>	<u>539</u>

#### 5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2025 nor for the year ended 31 March 2024.

##### Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2025 nor for the year ended 31 March 2024.

#### 6. STAFF COSTS

The average monthly number of employees during the year was as follows:

	2025	2024
Employees	5	6
Volunteers	<u>37</u>	<u>43</u>
	<u>42</u>	<u>49</u>

No employees received emoluments in excess of £60,000.

SWAN ADVICE NETWORK

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

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted fund £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations	13,552	104,964	118,516
<b>Charitable activities</b>			
Activities to further charity's objectives	-	22,318	22,318
Investment income	<u>1,783</u>	<u>-</u>	<u>1,783</u>
<b>Total</b>	<u>15,335</u>	<u>127,282</u>	<u>142,617</u>
<b>EXPENDITURE ON</b>			
Raising funds	7,125	-	7,125
<b>Charitable activities</b>			
Activities to further charity's objectives	<u>7,351</u>	<u>123,661</u>	<u>131,012</u>
<b>Total</b>	<u>14,476</u>	<u>123,661</u>	<u>138,137</u>
<b>NET INCOME</b>	859	3,621	4,480
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	<u>78,397</u>	<u>12,468</u>	<u>90,865</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>79,256</u>	<u>16,089</u>	<u>95,345</u>

8. TANGIBLE FIXED ASSETS

	Office Equipment £
<b>COST</b>	
At 1 April 2024	2,697
Additions	<u>260</u>
At 31 March 2025	<u>2,957</u>
<b>DEPRECIATION</b>	
At 1 April 2024	1,337
Charge for year	<u>586</u>
At 31 March 2025	<u>1,923</u>
<b>NET BOOK VALUE</b>	
At 31 March 2025	<u>1,034</u>
At 31 March 2024	<u>1,360</u>

SWAN ADVICE NETWORK

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

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025	2024
	£	£
Trade debtors	3,080	3,306
Prepayments and accrued income	<u>321</u>	<u>321</u>
	<u>3,401</u>	<u>3,627</u>

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025	2024
	£	£
Trade creditors	2,859	1,004
Accrued expenses	<u>1,045</u>	<u>880</u>
	<u>3,904</u>	<u>1,884</u>

11. MOVEMENT IN FUNDS

	At 1.4.24	Net movement in funds	Transfers between funds	At 31.3.25
	£	£	£	£
<b>Unrestricted funds</b>				
General fund	13,020	(689)	(4,946)	7,385
Sickness Reserve Fund	5,000	-	-	5,000
Redundancy reserve	28,236	-	(4,054)	24,182
3 months operating costs	<u>33,000</u>	<u>-</u>	<u>1,500</u>	<u>34,500</u>
	79,256	(689)	(7,500)	71,067
<b>Restricted funds</b>				
Restricted	<u>16,089</u>	<u>6,411</u>	<u>7,500</u>	<u>30,000</u>
	<u>95,345</u>	<u>5,722</u>	<u>-</u>	<u>101,067</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General fund	18,163	(18,852)	(689)
<b>Restricted funds</b>			
Restricted	<u>142,256</u>	<u>(135,845)</u>	<u>6,411</u>
	<u>160,419</u>	<u>(154,697)</u>	<u>5,722</u>

SWAN ADVICE NETWORK

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

11. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.23 £	Net movement in funds £	Transfers between funds £	At 31.3.24 £
<b>Unrestricted funds</b>				
General fund	9,543	859	2,618	13,020
Sickness Reserve Fund	5,000	-	-	5,000
Redundancy reserve	30,854	-	(2,618)	28,236
3 months operating costs	<u>33,000</u>	<u>-</u>	<u>-</u>	<u>33,000</u>
	78,397	859	-	79,256
<b>Restricted funds</b>				
Restricted	<u>12,468</u>	<u>3,621</u>	<u>-</u>	<u>16,089</u>
<b>TOTAL FUNDS</b>	<u>90,865</u>	<u>4,480</u>	<u>-</u>	<u>95,345</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	15,335	(14,476)	859
<b>Restricted funds</b>			
Restricted	<u>127,282</u>	<u>(123,661)</u>	<u>3,621</u>
<b>TOTAL FUNDS</b>	<u>142,617</u>	<u>(138,137)</u>	<u>4,480</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.23 £	Net movement in funds £	Transfers between funds £	At 31.3.25 £
<b>Unrestricted funds</b>				
General fund	9,543	170	(2,328)	7,385
Sickness Reserve Fund	5,000	-	-	5,000
Redundancy reserve	30,854	-	(6,672)	24,182
3 months operating costs	<u>33,000</u>	<u>-</u>	<u>1,500</u>	<u>34,500</u>
	78,397	170	(7,500)	71,067
<b>Restricted funds</b>				
Restricted	<u>12,468</u>	<u>10,032</u>	<u>7,500</u>	<u>30,000</u>
<b>TOTAL FUNDS</b>	<u>90,865</u>	<u>10,202</u>	<u>-</u>	<u>101,067</u>

## SWAN ADVICE NETWORK

### NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2025

#### 11. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	33,498	(33,328)	170
<b>Restricted funds</b>			
Restricted	269,538	(259,506)	10,032
<b>TOTAL FUNDS</b>	<u>303,036</u>	<u>(292,834)</u>	<u>10,202</u>

#### 12. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2025.

#### 13. PURPOSE OF RESTRICTED RESERVES

Restricted Reserves amounting to £30,000 are being carried forward to be spent in the year ended 31 March 2026. This is made up as follows:

Grant from Keynsham Town Council with £150 remaining for use between the Community Transport Services and Access to Health, split evenly.

Grant from Postcode Local Trust with £500 remaining for use between the Community Transport Services and Access to Health, split evenly.

Grant from The Medlock Charity with £4,000 remaining for use towards Access to Health.

Grant from Westfield Parish Council with £500 remaining for use between the Community Transport Services, Access to Health and Cuppa & Chat services.

Grant from The Robert McAlpine Foundation with £1,500 remaining for use towards Access to Health.

Grant from The Wessex Water Community Fund with £1,500 remaining for use towards Access to Health.

Grant from The Garfield Weston Foundation with £6,375 remaining for use between the Community Transport Services, Access to Health and Cuppa & Chat services.

Grant from the National Lottery Community Fund with £8,225 remaining for use between the Community Transport Services and Access to Health, split evenly.

Grant from Quartet (including Hawkings Fund) with £5,250 remaining for use between the Fundraiser Salaries, Transport and Software and Waterloo Road.

Grant from Radstock Town Council with £1,000 remaining for use between the Community Transport Services, Access to Health and Cuppa & Chat services.

Grant from the Sperring Foundation with £1,000 remaining for use between the Community Transport Services and Access to Health.

**SWAN ADVICE NETWORK**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2025**

	2025 £	2024 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations</b>		
Donations	11,995	11,796
Local Giving	19	12
Miscellaneous	251	64
BANES Social Services Transport	30,000	30,000
Keynsham Town Council	815	600
Westfield Parish Council	1,000	900
Quartet Community Foundation	11,000	9,694
Radstock Town Council	1,000	1,000
The Sperring charity	1,000	-
WECA (West of England Combined Authority)	14,972	42,671
BANES Community Contribution Fund	-	2,623
Radstock Coop Society	-	500
Bloomfield Care Home	-	156
National Lottery Community fund	10,000	10,000
Masons	-	500
RMSNCSV	1,817	8,000
Wessex Water community fund	3,999	-
Fundraising stalls	687	-
Cuppa & chat raffle/dons	487	-
Albert Hunt trust	4,000	-
Postcode Local trust	15,000	-
Midsomer Norton TC	983	-
Bath Building Society	500	-
Chilcompton Parish Council	250	-
Medlock charity	10,000	-
Robert MacAlpine foundation	5,000	-
The Annette trust	500	-
Garfield Weston foundation	10,000	-
Burgess Salmon charitable trust	200	-
	<u>135,475</u>	<u>118,516</u>
<b>Investment income</b>		
Deposit account interest	1,956	1,783
<b>Charitable activities</b>		
Invoiced Transport payments	<u>22,988</u>	<u>22,318</u>
<b>Total incoming resources</b>	160,419	142,617
<b>EXPENDITURE</b>		
<b>Raising donations and legacies</b>		
Wages	-	6,000
<b>Charitable activities</b>		
Bad debts	143	639

This page does not form part of the statutory financial statements

**SWAN ADVICE NETWORK**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2025**

	2025	2024
	£	£
<b>Support costs</b>		
<b>Management</b>		
Wages	96,513	83,421
Training & recruitment costs	199	3,362
Office equipment depreciation	<u>586</u>	<u>539</u>
	97,298	87,322
<b>Finance</b>		
Premises costs	5,917	4,747
Insurance	940	955
Telephone and postage	1,649	2,024
Postage, stationery and advertising	969	480
Sundries	63	93
Bank charges	438	534
Subscriptions	920	1,034
Computer Costs	1,874	2,290
Volunteer Driver Expenses	27,910	26,462
Travel	534	875
Refreshments	<u>474</u>	<u>1,185</u>
	41,688	40,679
<b>Governance costs</b>		
Independent Examination	880	880
Consultancy	<u>14,688</u>	<u>2,617</u>
	<u>15,568</u>	<u>3,497</u>
<b>Total resources expended</b>	<u>154,697</u>	<u>138,137</u>
<b>Net income</b>	<u>5,722</u>	<u>4,480</u>

This page does not form part of the statutory financial statements

**SWAN ADVICE NETWORK**

England & Wales - Charity number 1141396

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# Accounts

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REGISTERED COMPANY NUMBER: 6883950 (England and Wales)  
REGISTERED CHARITY NUMBER: 1141396

**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2024**  
**FOR**  
**SWAN ADVICE NETWORK**



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Chartered Accountants &  
Financial Advisors

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Y O U R L O C A L T R U S T E D A D V I S O R S

## SWAN ADVICE NETWORK

### REPORT OF THE EXECUTIVE COMMITTEE FOR THE YEAR ENDED 31 MARCH 2024

#### Purpose

Swan's purpose, as set out in its Memorandum and Articles of Association is to provide a range of advice and access services aimed at alleviating need and hardship in Bath and North East Somerset (BANES) and the surrounding areas. To achieve this purpose the charity pursues the following objectives:

- To provide transport to access services and activities
- To support tackling loneliness in our communities, including through transport services
- To provide advice
- To work with other agencies to target services and improve access to services
- To maintain the process of organisational development
- To establish continuous streams of funding for Swan's work

#### Organisational Development

Swan reviews its activities each year looking at what we have achieved and the outcomes of our work. The review looks at the success of each activity and the benefits brought to the people we are set up to help. We have referred to the information contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities.

This year our member of staff who had been taken on for our Young Volunteer's project, transferred to the new role of Development Officer when the funding for our Young Volunteers work came to an end in July. We obtained a Resilience Grant to fund this position for 6 months and she reduced her hours from 30 to 25 per week. In November, we were presented with an award for Innovation in Volunteering from The Community Transport Association for our work with young volunteers.

Our Transport Administrator left us in August. A new member of staff started in October, but the Development Officer was needed to help with frontline bookings throughout the transition period and while the Administrator was learning the ropes. This has hampered some of the developments we were hoping to make during this financial year, but decided to make the position of Development Officer permanent.

In the last quarter of the financial year, we became aware that the trustees of the building we occupy, and that is our registered charity address, were facing some difficulties. We started at that point therefore to search for other office premises that we might be able to relocate to, and started to clear 20 years of history that had gathered in our existing office. The trustees present their strategic report for the year ended 31 March 2024.

We took on a self employed fundraiser from February as a pilot. This has meant that more time could be devoted to finding funding than the CEO was able to give.

#### How our Activities Deliver Public Benefit

The summary of Swan's main activities and those we help is below. Our purpose limits the services we provide to residents in BANES and the surrounding areas and our funding limits the number of people we can help. Our services are provided free to our clients although we accept donations towards the costs of our transport journeys.

## **SWAN ADVICE NETWORK**

### **REPORT OF THE EXECUTIVE COMMITTEE FOR THE YEAR ENDED 31 MARCH 2024**

#### **Achievement and Performance**

##### **Volunteer Transport Scheme**

Swan's transport falls into 3 projects: Supporting People, Community Transport and Access to Health. The Supporting People project provides transport to enable clients of Social Services to access a range of activities, whether it be shopping or attending a luncheon club, day care or further education. It is also used to enable disabled people on low income to access activities that they would not otherwise be able to get to. The Access to Health project enables passengers to get to health related appointments and this year has again included journeys to Covid vaccinations, and Community Transport covers any other destinations.

In total Swan's transport service has undertaken 4187 journeys this year, which is about 2% lower than the previous year, and still only 83 % of the pre COVID level. The BANES funded Supporting People transport undertook 2133 journeys – a 4% increase on last year. Swan undertook 915 health related journeys (a 15% fall on last year when there was still more of a demand for COVID vaccination journeys) and 1161 other journeys which is about the same as last year. Swan has averaged 349 journeys per month .

##### **Young Volunteers Project**

This pilot project is funded by the Department of Transport, through the Community Transport Association. Swan is one of 18 projects funded looking at Tackling Loneliness and Isolation Through Transport. Our project intention was to engage those young people aged between 18 and 25 and experiencing some isolation, to volunteer with Swan. Finding and engaging these young people has been challenging and the project evolved from the original idea of volunteer drivers. Those who could drive and had a car were less likely to be isolated themselves. Only one of the young volunteers had a car and has been driving for us. The other volunteers have been involved with meeting our passengers and helping at Cuppa and Chat, and helping in the office. The volunteers have given their comments on our website, and one has been involved in planning the layout and content of Swan's new website for next year.

##### **Cuppa and Chat**

This project is an opportunity to bring Swan's lonely and isolated passengers together. We have held meetings this year every 2 or 3 weeks with up to 16 passengers attending. We have used a local community minibus to help with some of the transport. At the end of this financial year that minibus charity folded, and the minibus passed to the local Age UK who still allow us to hire the bus whenever a driver is available. The minibus charity trustees chose Swan as one of the benefactors of their money when the charity closed. We have 18 active participants in Cuppa and Chat. 16 live alone, and 4 are visually impaired. Swan uses a local café of another charity as our main venue for Cuppa and Chat with trips to other local cafes in the area for some variety. This year the young volunteers from our project have been involved with Cuppa and Chat and our passengers have enjoyed their company. The young volunteers hosted a successful afternoon tea with passengers favourite music. Other treats have included children from a local pre school visiting and spending time at Cuppa and Chat which everyone really enjoyed.

## SWAN ADVICE NETWORK

### REPORT OF THE EXECUTIVE COMMITTEE FOR THE YEAR ENDED 31 MARCH 2024

#### Use of Volunteers

Swan has had 33 drivers registered with us, though 6 had been off long term by the end of the financial year. In any one month we had a maximum of 29 drivers actively involved. We have welcomed 8 new drivers, and 6 drivers left during the year, some for health reasons. In addition to our Young Volunteers who have helped with Cuppa and Chat and some driving, we have had an administration volunteer working in the office for 4 hours a week. Our 5 trustees are all volunteers who give up their time to attend meetings and to oversee Swan's progress.

#### Financial Review

Incoming resources for the year amounted to £142,617 and expenditure was £138,137.

#### Reserves Policy

The Executive Committee has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets (the free reserves) held by the charity should be at least 3 months operating costs (circa £33,000) and are now designated for this purpose. General fund in 2023/24 was £13,020.

In addition, Swan has established designated funds for a sickness reserve (£5000) and redundancy provision for a worse case scenario (£28236). This represents a reserves target of £66236. At this level the Executive Committee feels that Swan would be able to continue the usual activities of the charity in the event of a significant drop in funding. Were that to occur, it would obviously be necessary to consider how the funding would be replaced or activities changed.

#### Risk Review

A review of those risks that were identified as 'high' was updated in August 23. The major risks to funding are being addressed by seeking opportunities to diversify activities, such as the work on loneliness, and so open up the possibility of wider funding sources. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery of all operational aspects of the charity. These procedures are periodically renewed to ensure that they still meet the needs of the charity. A detailed financial policy defines clear financial responsibility, safeguards and accountability.

#### Plans for the Future

Swan will continue to do what is required to maintain its transport services and contacts with clients and groups that make referrals to our services. Swan will further the development of ideas as to how Swan can develop its services and contribute to tackling loneliness. These plans include effort to:

- Ensure our transport service evolves to meet any new demands
- recruit more drivers to ensure our ability to meet demand
- continue to explore new sources of funding
- extending Cuppa and Chat sessions
- evaluate how these sessions can link to other activities, possibly supported by other charities and organisations in BANES.

#### Structure, Governance and Management

Swan is a charitable company limited by guarantee, incorporated on 21 April 2009. It was originally registered with the Charity Commission as a charity on 30th October 1989. The company was established under a Memorandum of Association which established the objects of the charitable company, and it is governed under its Articles of Association. The liability of the members (the trustees) is limited. Under the Memorandum of Association, in the event of the charitable company being wound up its members may be required to contribute an amount not exceeding £10 to the company's assets.

## SWAN ADVICE NETWORK

### REPORT OF THE EXECUTIVE COMMITTEE FOR THE YEAR ENDED 31 MARCH 2024

#### Recruitment and Appointment of Executive Committee Members

The directors of the company are also charity trustees for the purpose of charity law and under the company's Articles of Association are known as members of the Executive Committee. All members of the Executive Committee give their time voluntarily and receive no benefits from the charity.

At each annual general meeting, one third of members of the Executive Committee retire, based on length of service, and are eligible for re-appointment subject to available vacancies and to their recommendation for re-appointment by the Executive Committee. Appointment of new executive committee members is through a recruitment process, followed by a recommendation of the Executive Committee to the annual general meeting for formal approval. The recruitment process can include a variety of means and whenever necessary specific skills are sought. Prospective members initially meet with the CEO, and if both sides wish to proceed they are then invited to attend at least one meeting of the Executive Committee as an observer and to give more details of what they could contribute as a member. Their appointment may then proceed subject to first ascertaining that the applicant is eligible to become both a company director and a charity trustee.

#### Trustees' responsibilities in relation to the financial statements

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and UK Accounting Standards (UK Generally Accepted Accounting Practice). Company law requires the 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 of 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.

#### Statement as to disclosure to our Independent Examiners

In so far as the trustees are aware at the time of approving our trustees annual report:

- there is no relevant information, being information needed by the examiner in connection with preparing their report, of which the charitable company's examiner is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the examiner is aware of that information.

This report had been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime and Statement of Recommended Practice – Accounting and Reporting by Charities.

Approved by order of the board of trustees on 3 October 2024 and signed on its behalf by:

C Davis - Chair

Susan Charles – Vice Chair

## SWAN ADVICE NETWORK

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2024

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2024. The trustees have adopted the provisions of 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).

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

##### Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

#### REFERENCE AND ADMINISTRATIVE DETAILS

##### Registered Company number

6883950 (England and Wales)

##### Registered Charity number

1141396

##### Registered office

Leigh House  
1 Wells Road  
Radstock  
Bath & N E Somerset  
BA3 3RN

##### Trustees

C Allen  
S M Charles  
C J Davis  
M Evans  
C D Gerrish

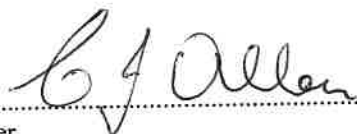
##### Company Secretary

S A Bright

##### Independent Examiner

PG Owen Limited  
Chartered Accountants  
124 High Street  
Midsomer Norton  
Bath  
Avon  
BA3 2DA

Approved by order of the board of trustees on 3 October 2024 and signed on its behalf by:



Treasurer

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF SWAN ADVICE NETWORK

### Independent examiner's report to the trustees of Swan Advice Network ('the Company')

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

#### Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the 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

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:

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.



Robin N Browning BA (Hons) FCCA FCA FAIA BFP

PG Owen Limited  
Chartered Accountants  
124 High Street  
Midsomer Norton  
Bath  
Avon  
BA3 2DA

Date: 2nd October 2024

SWAN ADVICE NETWORK

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2024

	Notes	Unrestricted funds £	Restricted fund £	2024 Total funds £	2023 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations		13,552	104,964	118,516	112,712
<b>Charitable activities</b>					
Activities to further charity's objectives		-	22,318	22,318	22,234
Investment income	2	<u>1,783</u>	<u>-</u>	<u>1,783</u>	<u>757</u>
<b>Total</b>		<u>15,335</u>	<u>127,282</u>	<u>142,617</u>	<u>135,703</u>
<b>EXPENDITURE ON</b>					
Raising funds	3	7,125	-	7,125	7,000
<b>Charitable activities</b>					
Activities to further charity's objectives		<u>7,351</u>	<u>123,661</u>	<u>131,012</u>	<u>126,506</u>
<b>Total</b>		<u>14,476</u>	<u>123,661</u>	<u>138,137</u>	<u>133,506</u>
<b>NET INCOME</b>		859	3,621	4,480	2,197
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		<u>78,397</u>	<u>12,468</u>	<u>90,865</u>	<u>88,668</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>79,256</u></u>	<u><u>16,089</u></u>	<u><u>95,345</u></u>	<u><u>90,865</u></u>

The notes form part of these financial statements

SWAN ADVICE NETWORK

BALANCE SHEET  
31 MARCH 2024

	Notes	Unrestricted funds £	Restricted fund £	2024 Total funds £	2023 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	8	-	1,360	1,360	532
<b>CURRENT ASSETS</b>					
Debtors	9	-	3,627	3,627	6,643
Cash at bank		<u>79,256</u>	<u>12,986</u>	<u>92,242</u>	<u>85,754</u>
		79,256	16,613	95,869	92,397
<b>CREDITORS</b>					
Amounts falling due within one year	10	-	(1,884)	(1,884)	(2,064)
		<u>79,256</u>	<u>14,729</u>	<u>93,985</u>	<u>90,333</u>
<b>NET CURRENT ASSETS</b>					
		79,256	16,089	95,345	90,865
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
		<u>79,256</u>	<u>16,089</u>	<u>95,345</u>	<u>90,865</u>
<b>NET ASSETS</b>					
		<u>79,256</u>	<u>16,089</u>	<u>95,345</u>	<u>90,865</u>
<b>FUNDS</b>	11				
Unrestricted funds				79,256	78,397
Restricted funds				<u>16,089</u>	<u>12,468</u>
<b>TOTAL FUNDS</b>				<u>95,345</u>	<u>90,865</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2024.

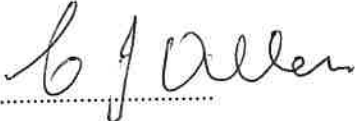
The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2024 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each 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 charitable company.

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

The financial statements were approved by the Board of Trustees and authorised for issue on 3 October 2024 and were signed on its behalf by:

  
Trustee

The notes form part of these financial statements

**SWAN ADVICE NETWORK****CASH FLOW STATEMENT  
FOR THE YEAR ENDED 31 MARCH 2024**

	Notes	2024 £	2023 £
<b>Cash flows from operating activities</b>			
Cash generated from operations	1	<u>6,072</u>	<u>(871)</u>
Net cash provided by/(used in) operating activities		<u>6,072</u>	<u>(871)</u>
<b>Cash flows from investing activities</b>			
Purchase of tangible fixed assets		(1,367)	-
Interest received		<u>1,783</u>	<u>757</u>
Net cash provided by investing activities		<u>416</u>	<u>757</u>
		<u>          </u>	<u>          </u>
<b>Change in cash and cash equivalents in the reporting period</b>		6,488	(114)
<b>Cash and cash equivalents at the beginning of the reporting period</b>		<u>85,754</u>	<u>85,868</u>
<b>Cash and cash equivalents at the end of the reporting period</b>		<u><u>92,242</u></u>	<u><u>85,754</u></u>

The notes form part of these financial statements

SWAN ADVICE NETWORK

NOTES TO THE CASH FLOW STATEMENT  
FOR THE YEAR ENDED 31 MARCH 2024

1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2024 £	2023 £
Net income for the reporting period (as per the Statement of Financial Activities)	4,480	2,197
Adjustments for:		
Depreciation charges	539	266
Interest received	(1,783)	(757)
Decrease/(increase) in debtors	3,016	(3,052)
(Decrease)/increase in creditors	<u>(180)</u>	<u>475</u>
Net cash provided by/(used in) operations	<u>6,072</u>	<u>(871)</u>

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.4.23 £	Cash flow £	At 31.3.24 £
Net cash			
Cash at bank	<u>85,754</u>	<u>6,488</u>	<u>92,242</u>
	<u>85,754</u>	<u>6,488</u>	<u>92,242</u>
<b>Total</b>	<u>85,754</u>	<u>6,488</u>	<u>92,242</u>

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2024**

**1. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

**Income**

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income.

Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity when this can be quantified.

The value of services provided by volunteers has not been included in these Accounts.

Investment income is included when receivable.

Incoming resources from charitable trading activity are accounted for when earned.

Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Office Equipment - 20% on cost

**Taxation**

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

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the Executive Committee for particular purposes.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

SWAN ADVICE NETWORK

NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2024

1. ACCOUNTING POLICIES - continued

**Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period in which they relate.

2. INVESTMENT INCOME

	2024	2023
	£	£
Deposit account interest	<u>1,783</u>	<u>757</u>

3. RAISING FUNDS

**Raising donations and legacies**

	2024	2023
	£	£
Staff costs	6,000	7,000
Support costs	<u>1,125</u>	<u>-</u>
	<u>7,125</u>	<u>7,000</u>

4. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2024	2023
	£	£
Independent Examination	880	838
Depreciation - owned assets	<u>539</u>	<u>266</u>

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2024 nor for the year ended 31 March 2023.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2024 nor for the year ended 31 March 2023.

6. STAFF COSTS

The average monthly number of employees during the year was as follows:

	2024	2023
Employees	6	5
Volunteers	<u>43</u>	<u>41</u>
	<u>49</u>	<u>46</u>

No employees received emoluments in excess of £60,000.

SWAN ADVICE NETWORK

NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2024

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES	Unrestricted funds £	Restricted fund £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations	14,475	98,237	112,712
<b>Charitable activities</b>			
Activities to further charity's objectives	-	22,234	22,234
Investment income	<u>757</u>	<u>-</u>	<u>757</u>
<b>Total</b>	<u>15,232</u>	<u>120,471</u>	<u>135,703</u>
 <b>EXPENDITURE ON</b>			
Raising funds	2,317	4,683	7,000
<b>Charitable activities</b>			
Activities to further charity's objectives	<u>-</u>	<u>126,506</u>	<u>126,506</u>
<b>Total</b>	<u>2,317</u>	<u>131,189</u>	<u>133,506</u>
 <b>NET INCOME/(EXPENDITURE)</b>	12,915	(10,718)	2,197
 <b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	<u>65,482</u>	<u>23,186</u>	<u>88,668</u>
 <b>TOTAL FUNDS CARRIED FORWARD</b>	<u><u>78,397</u></u>	<u><u>12,468</u></u>	<u><u>90,865</u></u>
 <b>8. TANGIBLE FIXED ASSETS</b>			Office Equipment £
<b>COST</b>			1,330
At 1 April 2023			<u>1,367</u>
Additions			<u>2,697</u>
At 31 March 2024			<u>2,697</u>
<b>DEPRECIATION</b>			798
At 1 April 2023			<u>539</u>
Charge for year			<u>1,337</u>
At 31 March 2024			<u>1,337</u>
<b>NET BOOK VALUE</b>			<u>1,360</u>
At 31 March 2024			<u>1,360</u>
At 31 March 2023			<u>532</u>

SWAN ADVICE NETWORK

NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2024

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024	2023
	£	£
Trade debtors	3,306	6,337
Prepayments and accrued income	<u>321</u>	<u>306</u>
	<u>3,627</u>	<u>6,643</u>

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024	2023
	£	£
Trade creditors	1,004	1,264
Accrued expenses	<u>880</u>	<u>800</u>
	<u>1,884</u>	<u>2,064</u>

11. MOVEMENT IN FUNDS

	At 1.4.23	Net movement in funds	Transfers between funds	At 31.3.24
	£	£	£	£
<b>Unrestricted funds</b>				
General fund	9,543	859	2,618	13,020
Sickness Reserve Fund	5,000	-	-	5,000
Redundancy reserve	30,854	-	(2,618)	28,236
3 months operating costs	<u>33,000</u>	<u>-</u>	<u>-</u>	<u>33,000</u>
	78,397	859	-	79,256
<b>Restricted funds</b>				
Restricted	12,468	3,621	-	16,089
	<u>90,865</u>	<u>4,480</u>	<u>-</u>	<u>95,345</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General fund	15,335	(14,476)	859
<b>Restricted funds</b>			
Restricted	127,282	(123,661)	3,621
	<u>142,617</u>	<u>(138,137)</u>	<u>4,480</u>

SWAN ADVICE NETWORK

NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2024

11. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.22 £	Net movement in funds £	Transfers between funds £	At 31.3.23 £
<b>Unrestricted funds</b>				
General fund	6,882	12,915	(10,254)	9,543
Sickness Reserve Fund	5,000	-	-	5,000
Redundancy reserve	27,100	-	3,754	30,854
3 months operating costs	<u>26,500</u>	<u>-</u>	<u>6,500</u>	<u>33,000</u>
	65,482	12,915	-	78,397
<b>Restricted funds</b>				
Restricted	<u>23,186</u>	<u>(10,718)</u>	<u>-</u>	<u>12,468</u>
<b>TOTAL FUNDS</b>	<u>88,668</u>	<u>2,197</u>	<u>-</u>	<u>90,865</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	15,232	(2,317)	12,915
<b>Restricted funds</b>			
Restricted	<u>120,471</u>	<u>(131,189)</u>	<u>(10,718)</u>
<b>TOTAL FUNDS</b>	<u>135,703</u>	<u>(133,506)</u>	<u>2,197</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.22 £	Net movement in funds £	Transfers between funds £	At 31.3.24 £
<b>Unrestricted funds</b>				
General fund	6,882	13,774	(7,636)	13,020
Sickness Reserve Fund	5,000	-	-	5,000
Redundancy reserve	27,100	-	1,136	28,236
3 months operating costs	<u>26,500</u>	<u>-</u>	<u>6,500</u>	<u>33,000</u>
	65,482	13,774	-	79,256
<b>Restricted funds</b>				
Restricted	<u>23,186</u>	<u>(7,097)</u>	<u>-</u>	<u>16,089</u>
<b>TOTAL FUNDS</b>	<u>88,668</u>	<u>6,677</u>	<u>-</u>	<u>95,345</u>

**SWAN ADVICE NETWORK**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2024**

**11. MOVEMENT IN FUNDS - continued**

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	30,567	(16,793)	13,774
<b>Restricted funds</b>			
Restricted	247,753	(254,850)	(7,097)
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>278,320</u>	<u>(271,643)</u>	<u>6,677</u>

**12. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2024.

**13. PURPOSE OF RESTRICTED RESERVES**

Restricted Reserves amounting to £16,090 are being carried forward to be spent in the year ended 31 March 2024. This is made up as follows:

Donations from Keynsham Town Council with £150 remaining for use between the Community Transport Services and Access to Health, split £75 each.

Donations from Westfield Town Council with £300 remaining for use towards Community Transport Services, Access to Health and Cuppa and Chat.

Donations from Radstock Town Council with £1,000 remaining for use towards Community Transport Services, Access to Health and Cuppa and Chat.

Donation from the West of England Combined Authority with £5,890 remaining for use towards Community Transport.

Donations from Big Local with £350 remaining for use towards Cuppa and Chat.

Donations from the Masonic Lodge of which £400 remains for Access to Health, Community transport and Cuppa and Chat.

Donation from the Radstock & Midsomer Norton Community Minibus of £8,000 which remains unspent

**SWAN ADVICE NETWORK**

England & Wales - Charity number 1141396

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# Accounts

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REGISTERED COMPANY NUMBER: 6883950 (England and Wales)  
REGISTERED CHARITY NUMBER: 1141396

**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**  
**FOR**  
**SWAN ADVICE NETWORK**

PG Owen Limited  
Chartered Accountants  
124 High Street  
Midsomer Norton



Bath  
BA1 2DA  
**Owen**  
**Limited**

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Chartered Accountants &  
Financial Advisors

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## SWAN ADVICE NETWORK

### REPORT OF THE EXECUTIVE COMMITTEE FOR THE YEAR ENDED 31 MARCH 2023

#### **Purpose**

Swan's purpose, as set out in its Memorandum and Articles of Association is to provide a range of advice and access services aimed at alleviating need and hardship in Bath and North East Somerset (BANES) and the surrounding areas. To achieve this purpose the charity pursues the following objectives:

- To provide transport to access services and activities
- To support tackling loneliness in our communities, including through transport services
- To provide advice
- To work with other agencies to target services and improve access to services
- To maintain the process of organisational development
- To establish continuous streams of funding for Swan's work

#### **Organisational Development**

Swan reviews its activities each year looking at what we have achieved and the outcomes of our work. The review looks at the success of each activity and the benefits brought to the people we are set up to help. We have referred to the information contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. It has been a year of change. We introduced a new cheaper book keeping system – Xero. Our book keeper retired and we employed another, and our accountants decided they could no longer offer their services to charities. Swan started a new pilot project working with young volunteers, which involved taking on a new member of staff working 30 hours a week, and a lot of time working with our funder. We also changed to a cheaper telephone provider. Beyond these changes, development has been limited, with our small number of staff stretched to capacity and volunteers harder to attract post pandemic.

#### **How our Activities Deliver Public Benefit**

The summary of Swan's main activities and those we help is below. Our purpose limits the services we provide to residents in BANES and the surrounding areas and our funding limits the number of people we can help. Our services are provided free to our clients although we accept donations towards the costs of our transport journeys.

#### **Achievement and Performance**

##### *Volunteer Transport Scheme*

Swan's transport falls into 3 projects: Supporting People, Community Transport and Access to Health. The Supporting People project provides transport to enable clients of Social Services to access a range of activities, whether it be shopping or attending a luncheon club, day care or further education. It is also used to enable disabled people on low income to access activities that they would not otherwise be able to get to. The Access to Health project enables passengers to get to health related appointments and this year has again included journeys to Covid vaccinations, and Community Transport covers any other destinations.

## SWAN ADVICE NETWORK

### REPORT OF THE EXECUTIVE COMMITTEE FOR THE YEAR ENDED 31 MARCH 2023

In total Swan's transport service has undertaken 4,277 journeys this year which, whilst showing an increase of 16% on last year, is still only 85 % of the pre COVID level. The BANES funded Supporting People transport undertook 2,038 journeys – a 31% increase on last year. Swan undertook 1,082 health related journeys (a 11% fall on last year when there was huge demand for COVID vaccination journeys) and 1,157 other journeys which have shown a 25% rise on last year. Swan has averaged 356 journeys per month.

#### *Cuppa and Chat*

This project is an opportunity to bring Swan's lonely and isolated passengers together. It began the year meeting once a month, but many months have now had two meetings with up to 16 passengers attending. We use a local community minibus to help with transport. This supports that minibus charity, and Swan uses a local café of another charity as our main venue with trips to other local cafes in the area for some variety.

#### *Young Volunteers Project*

This pilot project is funded by the Department of Transport, through the Community Transport Association. Swan is one of 18 projects funded looking at Tackling Loneliness and Isolation Through Transport. Our project Co-ordinator joined Swan in September and began researching how we could engage those young people aged between 18 and 25 and experiencing some isolation, to volunteer with Swan. Finding and engaging these young people has been challenging and the project is evolving from the original idea of volunteer drivers. We have worked with 10 young volunteers so far, only one of whom has a car and has been driving for us. The others have been involved with meeting our passengers and helping at our Cuppa and Chat events and helping in our office.

#### **Use of Volunteers**

Swan has had a total of 23 active volunteer drivers through the year. A further 7 volunteers were off long term either due to health or cost of living issues. We have welcomed 3 new drivers, and 6 drivers left during the year, some for health reasons. In addition to our Young Volunteers who have helped with Cuppa and Chat and some driving, we have had an administration volunteer working in the office for 4 hours a week. Our 5 trustees are all volunteers who give up their time to attend meetings and to oversee Swan's progress.

#### **Financial Review**

Incoming resources for the year amounted to £135,703 and Expenditure was £133,506.

## SWAN ADVICE NETWORK

### REPORT OF THE EXECUTIVE COMMITTEE FOR THE YEAR ENDED 31 MARCH 2023

#### Reserves Policy

The Executive Committee has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets (the free reserves) held by the charity should be at least 3 months operating costs (circa £33,000) and are now designated for this purpose. General fund in 2022/23 was £9,543.

In addition, Swan has established designated funds for a sickness reserve (£5,000) and redundancy provision for a worse case scenario (£30,854). This represents a reserves target of £68,854. At this level the Executive Committee feels that Swan would be able to continue the usual activities of the charity in the event of a significant drop in funding. Were that to occur, it would obviously be necessary to consider how the funding would be replaced or activities changed.

#### Risk Review

A review of those risks that were identified as 'high' was completed in February 23. The major risks to funding are being addressed by seeking opportunities to diversify activities, such as the work on loneliness, and so open up the possibility of wider funding sources. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery of all operational aspects of the charity. These procedures are periodically renewed to ensure that they still meet the needs of the charity. A detailed financial policy defines clear financial responsibility, safeguards and accountability.

#### Plans for the Future

Coronavirus continues to affect our operations with volunteers affected either by the virus or effects of the vaccinations from time to time. Local waves of the virus also affect our journey numbers as individual centres close due to staffing shortages meaning that some of our passengers are unable to attend their day centres or activities.

Swan will continue to do what is required to maintain its transport services and contacts with clients. Through the effects of Covid 19 and its variants, Swan will continue to follow government guidance and will aim to rebuild resilience where possible and feasible. Swan will further the development of ideas as to how Swan can develop its services and contribute to tackling loneliness. These plans include effort to:

- Ensure our transport service evolves to meet any new demands post pandemic
- recruit more drivers to ensure our ability to meet demand
- continue to explore new sources of funding
- extending Cuppa and Chat sessions
- evaluate how these sessions can link to other activities, possibly supported by other charities and organisations in BANES.

## SWAN ADVICE NETWORK

### REPORT OF THE EXECUTIVE COMMITTEE FOR THE YEAR ENDED 31 MARCH 2023

#### **Structure, Governance and Management**

Swan is a charitable company limited by guarantee, incorporated on 21 April 2009. It was originally registered with the Charity Commission as a charity on 30th October 1989. The company was established under a Memorandum of Association which established the objects of the charitable company, and it is governed under its Articles of Association. The liability of the members (the trustees) is limited. Under the Memorandum of Association, in the event of the charitable company being wound up its members may be required to contribute an amount not exceeding £10 to the company's assets.

#### **Recruitment and Appointment of Executive Committee Members**

The directors of the company are also charity trustees for the purpose of charity law and under the company's Articles of Association are known as members of the Executive Committee. All members of the Executive Committee give their time voluntarily and receive no benefits from the charity.

At each annual general meeting, one third of members of the Executive Committee retire, based on length of service, and are eligible for re-appointment subject to available vacancies and to their recommendation for re-appointment by the Executive Committee. Appointment of new executive committee members is through a recruitment process, followed by a recommendation of the Executive Committee to the annual general meeting for formal approval. The recruitment process can include a variety of means and whenever necessary specific skills are sought. Prospective members initially meet with the CEO, and if both sides wish to proceed they are then invited to attend at least one meeting of the Executive Committee as an observer and to give more details of what they could contribute as a member. Their appointment may then proceed subject to first ascertaining that the applicant is eligible to become both a company director and a charity trustee.

On 7th April 2022 Moriah Nell resigned as a trustee due to moving away. Moriah was appointed on 10th February 2021 and we thank her for her contribution to Swan over that time.

SWAN ADVICE NETWORK

REPORT OF THE EXECUTIVE COMMITTEE  
FOR THE YEAR ENDED 31 MARCH 2023

**Trustees' responsibilities in relation to the financial statements**

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and UK Accounting Standards (UK Generally Accepted Accounting Practice). Company law requires the 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 of 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.

**Statement as to disclosure to our Independent Examiners**

In so far as the trustees are aware at the time of approving our trustees annual report:

- there is no relevant information, being information needed by the examiner in connection with preparing their report, of which the charitable company's examiner is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the examiner is aware of that information.

This report had been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime and Statement of Recommended Practice – Accounting and Reporting by Charities.

This report was approved by the board on 21st November 2023 and signed by its order

Chris Davis - Chair

*Chris Davis*

21/11/2023

Susan Charles – Vice Chair

*Susan Charles*

21/11/23

**SWAN ADVICE NETWORK**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2023**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2023. The trustees have adopted the provisions of 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).

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

6883950 (England and Wales)

**Registered Charity number**

1141396

**Registered office**

Leigh House  
1 Wells Road  
Radstock  
Bath & N E Somerset  
BA3 3RN

**Trustees**

C Allen  
S Charles  
C Davis  
M Evans  
C Gerrish

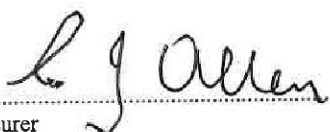
**Company Secretary**

S Bright

**Independent Examiner**

PG Owen Limited  
Chartered Accountants  
124 High Street  
Midsomer Norton  
Bath  
BA3 2DA

Approved by order of the board of trustees on .....21/11/2023..... and signed on its behalf by:

  
.....  
Treasurer

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
SWAN ADVICE NETWORK**

**Independent examiner's report to the trustees of Swan Advice Network ('the Company')**

I report to the charity trustees on my examination of the accounts of the 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 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**

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:

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.

Robin N Browning BA (Hons) FCCA FCA FAIA BFP

PG Owen Limited  
Chartered Accountants  
124 High Street  
Midsomer Norton  
Bath  
BA3 2DA

Date: .....

SWAN ADVICE NETWORK

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2023

	Notes	Unrestricted funds £	Restricted fund £	2023 Total funds £	2022 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations		14,475	98,237	112,712	84,976
<b>Charitable activities</b>					
Activities to further charity's objectives		-	22,234	22,234	17,578
Investment income	2	<u>757</u>	<u>-</u>	<u>757</u>	<u>-</u>
<b>Total</b>		<u>15,232</u>	<u>120,471</u>	<u>135,703</u>	<u>102,554</u>
<b>EXPENDITURE ON</b>					
Raising funds		2,317	4,683	7,000	7,000
<b>Charitable activities</b>					
Activities to further charity's objectives		<u>-</u>	<u>126,506</u>	<u>126,506</u>	<u>99,599</u>
<b>Total</b>		<u>2,317</u>	<u>131,189</u>	<u>133,506</u>	<u>106,599</u>
<b>NET INCOME/(EXPENDITURE)</b>		12,915	(10,718)	2,197	(4,045)
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		<u>65,482</u>	<u>23,186</u>	<u>88,668</u>	<u>92,713</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>78,397</u>	<u>12,468</u>	<u>90,865</u>	<u>88,668</u>

The notes form part of these financial statements

**SWAN ADVICE NETWORK**

**BALANCE SHEET  
31 MARCH 2023**

	Notes	Unrestricted funds £	Restricted fund £	2023 Total funds £	2022 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	6	-	532	532	798
<b>CURRENT ASSETS</b>					
Debtors	7	-	6,643	6,643	3,591
Cash at bank		<u>78,397</u>	<u>7,357</u>	<u>85,754</u>	<u>85,868</u>
		78,397	14,000	92,397	89,459
<b>CREDITORS</b>					
Amounts falling due within one year	8	-	(2,064)	(2,064)	(1,589)
<b>NET CURRENT ASSETS</b>		<u>78,397</u>	<u>11,936</u>	<u>90,333</u>	<u>87,870</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>78,397</u>	<u>12,468</u>	<u>90,865</u>	<u>88,668</u>
<b>NET ASSETS</b>		<u>78,397</u>	<u>12,468</u>	<u>90,865</u>	<u>88,668</u>
<b>FUNDS</b>	9				
Unrestricted funds				78,397	65,482
Restricted funds				<u>12,468</u>	<u>23,186</u>
<b>TOTAL FUNDS</b>				<u>90,865</u>	<u>88,668</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2023.

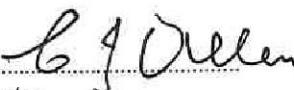
The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2023 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each 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 charitable company.

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

The financial statements were approved by the Board of Trustees and authorised for issue on 21/11/2023 and were signed on its behalf by:

  
Trustee

The notes form part of these financial statements

SWAN ADVICE NETWORK

CASH FLOW STATEMENT  
FOR THE YEAR ENDED 31 MARCH 2023

	Notes	2023 £	2022 £
<b>Cash flows from operating activities</b>			
Cash generated from operations	1	<u>(871)</u>	<u>(6,188)</u>
Net cash used in operating activities		<u>(871)</u>	<u>(6,188)</u>
<b>Cash flows from investing activities</b>			
Interest received		<u>757</u>	<u>-</u>
Net cash provided by investing activities		<u>757</u>	<u>-</u>
		<u>          </u>	<u>          </u>
<b>Change in cash and cash equivalents in the reporting period</b>		(114)	(6,188)
<b>Cash and cash equivalents at the beginning of the reporting period</b>		<u>85,868</u>	<u>92,056</u>
<b>Cash and cash equivalents at the end of the reporting period</b>		<u>85,754</u>	<u>85,868</u>

The notes form part of these financial statements

**SWAN ADVICE NETWORK**

**NOTES TO THE CASH FLOW STATEMENT  
FOR THE YEAR ENDED 31 MARCH 2023**

**1. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES**

	2023 £	2022 £
<b>Net income/(expenditure) for the reporting period (as per the Statement of Financial Activities)</b>	2,197	(4,045)
<b>Adjustments for:</b>		
Depreciation charges	266	266
Interest received	(757)	-
Increase in debtors	(3,052)	(2,674)
Increase in creditors	<u>475</u>	<u>265</u>
<b>Net cash used in operations</b>	<u>(871)</u>	<u>(6,188)</u>

**2. ANALYSIS OF CHANGES IN NET FUNDS**

	At 1.4.22 £	Cash flow £	At 31.3.23 £
<b>Net cash</b>			
Cash at bank	<u>85,868</u>	<u>(114)</u>	<u>85,754</u>
	<u>85,868</u>	<u>(114)</u>	<u>85,754</u>
<b>Total</b>	<u>85,868</u>	<u>(114)</u>	<u>85,754</u>

The notes form part of these financial statements

## SWAN ADVICE NETWORK

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

#### 1. ACCOUNTING POLICIES

##### **Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

##### **Income**

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income.

Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity when this can be quantified.

The value of services provided by volunteers has not been included in these Accounts.

Investment income is included when receivable.

Incoming resources from charitable trading activity are accounted for when earned.

Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

##### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure; it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

##### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Office Equipment - 20% on cost

##### **Taxation**

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

##### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the Executive Committee for particular purposes.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

SWAN ADVICE NETWORK

NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2023

1. ACCOUNTING POLICIES - continued

**Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period in which they relate.

2. INVESTMENT INCOME

	2023	2022
	£	£
Deposit account interest	<u>757</u>	<u>-</u>

3. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2023	2022
	£	£
Independent Examination	838	433
Depreciation - owned assets	<u>266</u>	<u>266</u>

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2023 nor for the year ended 31 March 2022.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2023 nor for the year ended 31 March 2022.

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds	Restricted fund	Total funds
	£	£	£
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations	12,420	72,556	84,976
<b>Charitable activities</b>			
Activities to further charity's objectives	<u>-</u>	<u>17,578</u>	<u>17,578</u>
<b>Total</b>	<u>12,420</u>	<u>90,134</u>	<u>102,554</u>
<b>EXPENDITURE ON</b>			
Raising funds	-	7,000	7,000
<b>Charitable activities</b>			
Activities to further charity's objectives	<u>6,526</u>	<u>93,073</u>	<u>99,599</u>
<b>Total</b>	<u>6,526</u>	<u>100,073</u>	<u>106,599</u>
<b>NET INCOME/(EXPENDITURE)</b>	5,894	(9,939)	(4,045)
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	59,588	33,125	92,713

SWAN ADVICE NETWORK

NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2023

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued	Unrestricted funds £	Restricted fund £	Total funds £
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>65,482</u>	<u>23,186</u>	<u>88,668</u>
6. TANGIBLE FIXED ASSETS			Office Equipment £
<b>COST</b>			
At 1 April 2022 and 31 March 2023			<u>1,330</u>
<b>DEPRECIATION</b>			
At 1 April 2022			532
Charge for year			<u>266</u>
At 31 March 2023			<u>798</u>
<b>NET BOOK VALUE</b>			
At 31 March 2023			<u>532</u>
At 31 March 2022			<u>798</u>
7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		2023	2022
		£	£
Trade debtors		6,337	3,258
Prepayments and accrued income		<u>306</u>	<u>333</u>
		<u>6,643</u>	<u>3,591</u>
8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		2023	2022
		£	£
Trade creditors		1,264	682
Accrued expenses		<u>800</u>	<u>907</u>
		<u>2,064</u>	<u>1,589</u>

SWAN ADVICE NETWORK

NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2023

9. MOVEMENT IN FUNDS

	At 1.4.22 £	Net movement in funds £	Transfers between funds £	At 31.3.23 £
<b>Unrestricted funds</b>				
General fund	6,882	12,915	(10,254)	9,543
Sickness Reserve Fund	5,000	-	-	5,000
Redundancy reserve	27,100	-	3,754	30,854
3 months operating costs	<u>26,500</u>	<u>-</u>	<u>6,500</u>	<u>33,000</u>
	65,482	12,915	-	78,397
<b>Restricted funds</b>				
Restricted	23,186	(10,718)	-	12,468
	<u>88,668</u>	<u>2,197</u>	<u>-</u>	<u>90,865</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	15,232	(2,317)	12,915
<b>Restricted funds</b>			
Restricted	120,471	(131,189)	(10,718)
	<u>135,703</u>	<u>(133,506)</u>	<u>2,197</u>

Comparatives for movement in funds

	At 1.4.21 £	Net movement in funds £	Transfers between funds £	At 31.3.22 £
<b>Unrestricted funds</b>				
General fund	4,188	5,894	(3,200)	6,882
Sickness Reserve Fund	5,000	-	-	5,000
Redundancy reserve	25,400	-	1,700	27,100
3 months operating costs	<u>25,000</u>	<u>-</u>	<u>1,500</u>	<u>26,500</u>
	59,588	5,894	-	65,482
<b>Restricted funds</b>				
Restricted	33,125	(9,939)	-	23,186
	<u>92,713</u>	<u>(4,045)</u>	<u>-</u>	<u>88,668</u>

SWAN ADVICE NETWORK

NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2023

9. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	12,420	(6,526)	5,894
<b>Restricted funds</b>			
Restricted	90,134	(100,073)	(9,939)
<b>TOTAL FUNDS</b>	<u>102,554</u>	<u>(106,599)</u>	<u>(4,045)</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.21 £	Net movement in funds £	Transfers between funds £	At 31.3.23 £
<b>Unrestricted funds</b>				
General fund	4,188	18,809	(13,454)	9,543
Sickness Reserve Fund	5,000	-	-	5,000
Redundancy reserve	25,400	-	5,454	30,854
3 months operating costs	<u>25,000</u>	<u>-</u>	<u>8,000</u>	<u>33,000</u>
	59,588	18,809	-	78,397
<b>Restricted funds</b>				
Restricted	33,125	(20,657)	-	12,468
<b>TOTAL FUNDS</b>	<u>92,713</u>	<u>(1,848)</u>	<u>-</u>	<u>90,865</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	27,652	(8,843)	18,809
<b>Restricted funds</b>			
Restricted	210,605	(231,262)	(20,657)
<b>TOTAL FUNDS</b>	<u>238,257</u>	<u>(240,105)</u>	<u>(1,848)</u>

## SWAN ADVICE NETWORK

### NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2023

#### 10. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2023.

#### 11. PURPOSE OF RESTRICTED RESERVES

Restricted Reserves amounting to £12,468 are being carried forward to be spent in the year ended 31 March 2024. This is made up as follows:

Grants received from BANES Community Contribution fund, with £938 remaining for the Social Services project

Grants received from the Community Transport Association with £7,930 remaining for use towards project Young Volunteers.

Donations from Quartet Community Foundation with £1,500 remaining for use towards project Cuppa and Chat.

Donations from Radstock Town Council with £1,000 remaining for use towards Community Transport Services.

Donations from Local Giving with £500 remaining for use towards Cuppa and Chat.

Donations from Westfield Parish Council with £600 remaining, split between Access to Health and Community Transport with £300 each.

**SWAN ADVICE NETWORK**

England & Wales - Charity number 1141396

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# Accounts

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**Annual Report 2021-22**  
**Financial Statements**

Registered Charity No. 1141396  
Registered Company No. 6883950

# Letter from the Chairman

**This year has been another of challenges and changes as lockdown restrictions were gradually eased and things hesitantly returned to normal as the year progressed.**

When the year began, staff were still working in the office wearing face masks and no volunteers were allowed in the building. Non-essential services such as hairdressers reopened in the middle of April but many indoor venues were not able to open until the middle of May and even then only 2 households were allowed to gather indoors. Passengers were slow to return to going out again and high Covid levels meant high levels of cancelled journeys. Swan's volunteer drivers were still restricted to carrying one passenger in the car in May and most legal limits on social contact were not removed until the 19th July.

Swan's Cuppa and Chat service for isolated passengers didn't begin again until the end of June but since then has been held most months.

Our office volunteer felt safe to return in September and our volunteer drivers began trickling back before then but many used the end of lockdown restrictions to meet up with family and to take holidays that had been postponed. This meant that by November we had a longer waiting list of passengers needing journeys than we had ever previously experienced. At the end of the financial year the threat of Covid was still hanging and new PPE supplies for our volunteer drivers were still ordered as late as February 2022.

By the end of the year the number of journeys Swan carried out per month for our commissioned service was three times higher than at the start of the year. Other journey numbers remained stable but for the majority of the year Swan has undertaken more medical journeys than social ones - largely buoyed by people needing to get to vaccination appointments. At year end we had carried out 96% of the pre-pandemic health journey numbers, but total journey numbers were only 67% of the 19/20 levels.

In terms of administration there have been a number of changes at Swan whilst journey numbers were lower. Early in the year Swan's free BT website came to an end so Swan moved to a new website address; [swan.chessck.co.uk](http://swan.chessck.co.uk). A new BT One Phone system was due to kick in for Swan in early June however the system relied on consistently good broadband and because of this we were never able to make it work. By 2022 the equipment had all been returned unused to BT. Towards the end of 2021 problems with insufficient space on our BT emails led us to a new email domain [swan-transport.co.uk](mailto:swan-transport.co.uk) which provides more cloud storage than our old BT account gave us. Swan also transferred to using Microsoft 365 which is better suited to hybrid working.

Towards the end of 2021 Swan abandoned its £7 joining fee. Whilst this had brought in several hundreds of pounds, the administration of this and the time spent identifying and recording this money negated any positive benefit.

The final change of the year has been gearing up to start a new financial system Xero for the new financial year. We have used SAGE for years but the costs have increased and that package offers far more than we actually need. The new cheaper system promises to be much more straightforward.

As we have all adjusted this year to a post Covid existence we would like to thank our volunteers, staff and trustees for sticking with Swan through these difficulties and changes to ensure that we could continue to offer our vital services to our passengers.

*Chris Davis*  
**Chris Davis - Chairman**



# Volunteer Transport Scheme Report 2021-22

This was a year that again showcases what an amazing team of volunteer drivers we have and the unwavering commitment they give to Swan and the wider community. More of our drivers who were isolating felt able to return and some of our isolating drivers decided that due to their health it was time to retire. This has been another year where we have seen huge changes during this short time span.

With the end of another lockdown which ended on 12th April 2021 and the new Omicron variant our volunteers rose to the challenge again despite the obvious risks they were potentially exposing themselves to. Although some of our guidelines were relaxing and risk assessments were adjusted to reflect this, the pandemic had not gone away. Some of our drivers contracted the virus and needed cover from other drivers to keep their regular journeys running. Its been a fantastic team effort and we are so grateful for the care and professionalism the drivers have demonstrated during this challenging time.

The bookings steadily built back up with more passengers than ever often outstripping the capacity of available drivers. It's the first year in memory that the office has had to turn people away and advise people to book with us well in advance of the journey date. It was also a first for Swan to have a waiting list as we experienced a tsunami of requests for regular journeys to day centres and support groups the bulk of these being from Bath and Keynsham residents where we traditionally have fewer drivers available. Despite this our drivers delivered 3,690 journeys over the year.

Over the year we managed to recruit 6 new drivers and with 4 more original drivers who had been isolating last year this boosted total driver numbers to 32 for the year. 4 of our other isolating drivers who had been with us for some years decided this was the year to cease driving altogether due to health reasons. We were sad to say goodbye as these were people who had given Swan and our passengers so much in their previous years of volunteering with us and we wish them well for the future.

## **Cuppa and Chat**

Our project to enable passengers to meet up for a coffee / tea and a social break got going again in June. These face to face meetings have proved very popular especially for those who have felt even more isolated due to the lockdowns. People have enjoyed the get together and renewed much needed social contact.

## **The Transport Schemes:**

### **Supporting People**

This project has supported 19 people with social care needs to take 1550 journeys, 7 new people took up journeys and we had 164 cancellations over the year.

The activities our drivers took people to ranged from volunteer work in charity shops, farm, office and café work placements, day care for people with learning difficulties and day care for people with dementia, respite / holiday provision to give their carers a break, shopping,

visiting relatives and occasional health appointments through our other transport services. Swans involvement has helped prevent social exclusion and isolation for the most vulnerable people in the community with social care needs and much needed breaks for their carers.

## **Swan Community Transport & Access to Health Services**

During this year Swan helped 565 passengers take 2140 journeys - double the figures of 20/21. Passengers for these services book in week to week by ringing the office direct.

### **Community Transport**

922 community transport journeys were carried out as community facilities started to be used again. Journeys ranged from taking people to visit loved ones, leisure time spent inside and also outside in nature, shopping, hairdressers, clubs, support groups, meetings, carers activities and to day care. Over the year a further 167 journeys were arranged and then cancelled usually due to passenger health issues.

### **Access to Health**

1218 journeys were undertaken to health related appointments such as dental, doctor, optician, vaccinations and hospital appointments. There were a further 150 bookings arranged and then cancelled.

Achievements in another difficult year have been exceptional and this shows what a fantastic team of staff and volunteers we have and just how important transport is to keep all the wheels running in the communities we live in. Our huge thanks go to our drivers who make it possible to provide these essential services year on year.

***S. Oughton***

***Swan Co-ordinator***



# Report of the Executive Committee

## For the year ended 31<sup>st</sup> March 2022

### **Purpose**

SWAN's purpose, as set out in its Memorandum and Articles of Association is to provide a range of advice and access services aimed at alleviating need and hardship in Bath and North East Somerset (BANES) and the surrounding areas.

To achieve this purpose the charity pursues the following objectives:

- To provide transport to access services and activities
- To support tackling loneliness in our communities, including through transport services
- To provide advice, on site and through outreach
- To work with other agencies to target services and improve access to services
- To maintain the process of organisational development
- To establish continuous streams of funding for SWAN's work

### **Organisational Development**

Swan reviews its activities each year looking at what we have achieved and the outcomes of our work. The review looks at the success of each activity and the benefits brought to the people we are set up to help. We have referred to the information contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. This year development has been impacted by the gradual recovery from the impact of Covid and by the end of the year journey numbers were not yet back to pre pandemic levels and neither were the number of Swan's volunteer drivers.

### **How Our Activities Deliver Public Benefit**

Swan's main activities and those we help are summarised below. Our purpose limits the services we provide to residents in BANES and the surrounding areas and our funding limits the number of people we can help. Our services are provided free to our clients although we accept donations towards the costs of our transport journeys.

### **Achievement and Performance**

#### *Volunteer Transport Scheme*

Swan's transport falls into 3 projects: Supporting People, Community Transport and Access to Health. The Supporting People project provides transport to enable clients of Social Services to access a range of activities, whether it be shopping or attending a luncheon club, day care or further education. It is also used to enable disabled people on low income to access activities that they would not otherwise be able to get to. The Access to Health project enables passengers to get to health related appointments and this year has included journeys to Covid vaccinations, and Community Transport covers any other destinations.

In total Swan's transport service has undertaken 3690 journeys this year – twice the number of the previous year which was so badly affected by Covid. The BANES funded Supporting People transport undertook 1550 journeys – only 387 the previous year. Swan undertook 1218 health related journeys (95% of 19/20 pre pandemic) and 922 other journeys (56% of 19/20). Swan has averaged 307 journeys per month compared to 420 journeys per month during the year 19/20.

## *Social Sessions for Older, Vulnerable and Isolated People*

As part of Swan's developmental work related to loneliness, Swan has been operating monthly 'Cuppa and Chat' sessions. After a break during Covid these reconvened during this financial year building up to greater attendances as people's confidence has grown to leave the house again.

### **The Continued Impact of Coronavirus**

Swan's volunteer drivers have continued to wear PPE this year and to clean down their cars between passengers. It is notable that whilst health related journeys are almost back to normal boosted by journeys to vaccination appointments, social journeys have proved much slower to recover due to some reticence among our passengers to leave the house unless absolutely necessary and the deterioration of their health over the pandemic. The CEO has continued to work from home just going into the office once a week and after many months of delay due to shortages of parts internationally and then the blockage of the Suez Canal causing delays finally got an up to date work laptop in September.

### **Use of Volunteers**

Swan has had 23 active volunteer drivers through the year. We have welcomed 6 new drivers, 5 volunteers have not yet returned for a variety of reasons since Covid and 7 others left during the year. Towards the end of the year it felt safe to welcome drivers back into the office rather than keeping them on the doorstep, our administration volunteer had returned to work in the office, and we were able to have a Christmas meal together. Our trustees are all volunteers and the majority of meetings have continued to be held on Zoom. The first face to face meeting was convened in September but due to various Coronavirus contacts some meetings since then have returned to Zoom.

### **Financial Review**

Incoming resources for the year amounted to £102,554. £24080 of this was a grant received in the last month of the year. Expenditure was £106598.

### *Reserves Policy*

The Executive Committee has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets (the free reserves) held by the charity should be at least 3 months operating costs (circa £26,500) and are now designated for this purpose. General fund in 2021/22 was £6,882. In addition, Swan has established designated funds for a sickness reserve (£5000) and redundancy provision for a worse case scenario (£27118). This represents a reserves target of £58600. At this level the Executive Committee feels that Swan would be able to continue the usual activities of the charity in the event of a significant drop in funding. Were that to occur, it would obviously be necessary to consider how the funding would be replaced or activities changed.

## **Risk Review**

A review of those risks that had been identified as 'high' was completed in February 22. The major risks to funding are being addressed by seeking opportunities to diversify activities, such as the work on loneliness, and so open up the possibility of wider funding sources. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery of all operational aspects of the charity. These procedures are periodically renewed to ensure that they still meet the needs of the charity. A detailed financial policy defines clear financial responsibility, safeguards and accountability.

## **Plans for the Future and Post Covid Recovery**

The Coronavirus pandemic has extended longer than we might have foreseen with the first lockdown on March 23rd 2020. Most restrictions were lifted on 19th July 2021 though Plan B was announced by the government due to the Omicron variant in December 21. Swan will continue to do what is required to maintain its transport services and contacts with clients. Through the effects of Covid 19 and its variants Swan will continue to follow government guidance and will aim to rebuild resilience where possible and feasible. Swan will further the development of ideas as to how Swan can develop its services and contribute to tackling loneliness. These plans include effort to:

- Ensure our transport service evolves to meet any new demands post pandemic
- recruit more volunteer drivers to meet increased demand
- continue to explore new sources of funding
- extending Cuppa and Chat sessions
- evaluate how these sessions can link to other activities, possibly supported by other charities and organisations in BANES.

## **Structure, Governance and Management**

SWAN is a charitable company limited by guarantee, incorporated on 21 April 2009. It was originally registered with the Charity Commission as a charity on 30 October 1989. The company was established under a Memorandum of Association which established the objects of the charitable company, and it is governed under its Articles of Association.

The liability of the members is limited. Under the Memorandum of Association, in the event of the charitable company being wound up its members are required to contribute if required an amount not exceeding £10 to the charitable company's assets.

## **Recruitment and Appointment of Executive Committee Members**

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles of Association are known as members of the Executive Committee. All members of the Executive Committee give their time voluntarily and received no benefits from the charity. At each annual general meeting, one-third of members of the Executive Committee retire, based on length of service, and are eligible for re-appointment subject to available vacancies and to their recommendation for re-appointment by the Executive Committee. Appointment of new Executive Committee members is through a recruitment process, followed by a recommendation of the Executive Committee to the annual general meeting for formal approval. The recruitment process can include a variety of means and whenever necessary specific skills are sought. Prospective members initially meet with the CEO, and if both sides wish to proceed they are then invited to attend at least one meeting of the Executive Committee as an observer and to give more details of what they could contribute as a member. Their appointment may then proceed subject to first ascertaining that the applicant is eligible to become both a company director and a charity trustee.

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

Company law requires the 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 Statement of Recommended Practice;
- 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.

#### Statement as to disclosure to our Independent Examiners

In so far as the trustees are aware at the time of approving our trustees' annual report:

- there is no relevant information, being information needed by the examiner in connection with preparing their report, of which the charitable company's examiner is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the examiner is aware of that information.

This report has been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime and Statement of Recommended Practice - Accounting and Reporting by Charities.

This report was approved by the board on 12th October 2022 and signed by its order.

Chris Davis  
Chair

Susan Charles  
Vice Chair



# Independent Examiner's Report to the Trustees of Swan Advice Network

I report on the accounts of the company for the year ended 31st March 2022, which are set out on pages 11 to 18.

## Respective responsibilities of trustees and examiner

The charity's trustees (who are also directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 (2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- a) examine the accounts under section 145 of the 2011 Act;
- b) to follow the procedures laid down in the general directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- c) to state whether particular matters have come to my attention.

## Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

## Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect, the requirements:
  - a) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice - Accounting and Reporting by Charities have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mr J L Battle FCCA MAAT  
12 Spencer Drive  
Midsomer Norton  
Radstock  
BA3 2DN



12th October 2022

# Accounts for the year ended 31 March 2022

## Swan Advice Network Statement of Financial Activities for the year ended 31 March 2022

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
<b>Income</b>	2				
Donations		12,420	72,556	84,976	96,623
Charitable activities		-	17,578	17,578	6,948
<b>Total income</b>		<b>12,420</b>	<b>90,134</b>	<b>102,554</b>	<b>103,571</b>
<b>Expenditure</b>	3				
Cost of raising funds:		-	7,000	7,000	7,000
Charitable activities		6,526	93,073	99,599	74,272
<b>Net income/(expenditure) and net movement in funds for the year</b>		<b>5,894</b>	<b>(9,939)</b>	<b>(4,045)</b>	<b>22,299</b>
<b>Reconciliation of funds</b>					
Total funds brought forward		59,588	33,125	92,713	70,414
<b>Total funds carried forward</b>		<b>65,482</b>	<b>23,186</b>	<b>88,668</b>	<b>92,713</b>

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

	Notes	2022 £	2021 £
<b>Fixed assets</b>			
Tangible assets	4	<u>798</u>	<u>1,064</u>
		798	1,064
<b>Current assets</b>			
Stocks			
Debtors	5	3,591	917
Cash at bank and in hand		<u>85,868</u>	<u>92,056</u>
		89,459	92,973
<b>Creditors: amounts falling due within one year</b>	6	<u>(1,589)</u>	<u>(1,324)</u>
<b>Net current assets</b>		<u>87,870</u>	<u>91,649</u>
<b>Total assets less current liabilities</b>		<u>88,668</u>	<u>92,713</u>
<b>Net assets</b>		<u>88,668</u>	<u>92,713</u>
<b>Funds</b>	8		
Unrestricted funds		65,482	59,588
Restricted funds		23,186	33,125
		<u>88,668</u>	<u>92,713</u>
<b>Total funds</b>		<u>88,668</u>	<u>92,713</u>

The trustees are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Act.

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

The accounts have been prepared and delivered in accordance with the special provisions applicable to companies subject to the small companies regime.



Mr Colin Allen  
Treasurer

Approved by the board of trustees on 12th October 2022

	Notes	2022 £	2021 £
<b>Cash used in operating activities</b>	9	<u>(6,188)</u>	<u>20,970</u>
Purchase of Office Equipment		-	(1,330)
<b>Net (decrease)/increase in cash</b>		(6,188)	14,915
Cash at bank and in hand less overdrafts at 1 April		92,056	56,171
<b>Cash at bank and in hand less overdrafts at 31 March</b>		<u>85,868</u>	<u>71,086</u>
<b>Consisting of:</b>			
Cash at bank and in hand		<u>85,868</u>	<u>92,056</u>

## 1 Accounting policies

The principal accounting policies adopted in the preparation of the financial statements are set out below:

### *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 accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

### *Fund Accounting*

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

Designated funds are unrestricted funds earmarked by the Executive Committee for particular purposes.

Restricted Funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

### *Incoming resources*

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income.

Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified.

The value of services provided by volunteers has not been included in these accounts.

Investment income is included when receivable.

Incoming resources from charitable trading activity are accounted for when earned.

Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

### *Resources expended*

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered.

Costs of generating funds comprises those costs associated with attracting voluntary income and the costs of trading for fundraising purposes.

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.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the examiner's fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

#### **Taxation**

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

#### **Pensions**

The company operates a defined contribution pension scheme. Contributions are charged to the income and expenditure account as they become payable in accordance with the rules of the scheme.

<b>2 Income</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>2022</b>	<b>2021</b>
	£	£	£	£
<b>Donations</b>				
Donations	11,916	-	11,916	4,369
LocalGiving	20	-	20	393
Miscellaneous	484	-	484	-
BANES Social Services Transport	-	27,168	27,168	27,168
BANES Omicron grant	-	24,080	24,080	-
BANES Discretionary grant	-	-	-	10,000
Keynsham Town Council	-	450	450	500
Westfield Parish Council	-	500	500	800
Quartet Community Foundation	-	3,000	3,000	-
Edgar E Lawley Foundation	-	-	-	1,500
Radstock Town Council	-	1,000	1,000	1,000
Ralph and Irma Sperring trust	-	-	-	500
Groundwork UK	-	250	250	500
West of England Co	-	15,108	15,108	15,431
Mable Cooper Charitable Trust	-	1,000	1,000	-
HMRC CJRS Grants (Furlough)	-	-	-	3,882
National Lottery - Covid 19 response	-	-	-	22,580
Independent Age Grant	-	-	-	8,000
	<hr/>	<hr/>	<hr/>	<hr/>
	12,420	72,556	84,976	96,623
<b>Income from charitable activities</b>				
Invoiced transport payments	-	17,578	17,578	6,948
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Income</b>	<b>12,420</b>	<b>90,134</b>	<b>102,554</b>	<b>103,571</b>

<b>3 Analysis of Expenditure</b>	<b>2022</b>	<b>2021</b>
	£	£
<i>Cost of raising funds</i>		
Staff costs	7,000	7,000
<i>Expenditure on charitable activities</i>		
Staff costs	59,259	50,843
Telephone and postage	2,033	2,086
Stationery, printing and publicity	551	894
Computer costs	4,215	1,421
Subscriptions	528	937
Training costs	152	-
Premises costs	4,111	3,343
Professional fees	35	-
Sundry expenses	409	553
Repairs and renewals	652	553
Bank charges	500	371
Volunteer driver expenses	23,176	7,863
Office insurance	903	914
Depreciation of office equipment	266	266
Travel	205	156
<i>Governance costs</i>		
Consultancy	2,170	3,597
Independent examiner's fees	433	474
	<b>106,598</b>	<b>81,271</b>
<b>3 Employees</b>	<b>2022</b>	<b>2021</b>
	<b>Number</b>	<b>Number</b>
Average number of persons employed by the company	4	4
<b>4 Tangible fixed assets</b>		<b>Plant and machinery etc</b>
		£
<b>Cost</b>		
At 1 April 2021		1,330
At 31 March 2022		1,330
<b>Depreciation</b>		
At 1 April 2021		266
Charge for the year		266
At 31 March 2022		532
<b>Net book value</b>		
At 31 March 2022		798
At 31 March 2021		1,064
<b>5 Debtors</b>	<b>2022</b>	<b>2021</b>
	£	£
Sundry debtors	3,258	687
Prepayments	333	230
	<b>3,591</b>	<b>917</b>

<b>6 Creditors: amounts falling due within one year</b>	<b>2022</b>	<b>2021</b>
	£	£
Sundry creditors	682	50
Accruals and deferred grants	907	1,274
	<u>1,589</u>	<u>1,324</u>

## 7 Related party transactions

There were no related party transactions for the year ended 31 March 2022.

<b>8 Movement in funds</b>	<b>1st April 2021</b>	<b>Received</b>	<b>Utilised</b>	<b>Balance transfers</b>	<b>31st March 2022</b>
	£	£	£	£	£
<b>Unrestricted funds</b>					
<i>Designated funds</i>					
Sickness reserve	5,000	-	-	-	5,000
Redundancy reserve	25,400	-	-	1,700	27,100
3 months operating costs	25,000	-	-	1,500	26,500
<i>General Fund</i>	4,188	12,420	(6,526)	(3,200)	6,882
	<u>59,588</u>	<u>12,420</u>	<u>(6,526)</u>	<u>-</u>	<u>65,482</u>
<b>Restricted funds</b>					
BANES Supplier Relief Grant	7,626	-	(7,626)	-	-
BANES Social Services transport	-	27,168	(27,168)	-	-
WECA Community Transport	1,431	15,108	(16,539)	-	-
BANES Discretionary grant	6,660	-	(6,660)	-	-
BANES Omicron grant	-	24,080	(4,144)	-	19,936
Local Giving	361	-	(361)	-	-
Westfield Parish Council	602	500	(1,102)	-	-
Radstock Town Council	1,000	1,000	(1,000)	-	1,000
Keynsham Town Council	205	450	(655)	-	-
Ralph and Irma Sperring Trust	250	-	(250)	-	-
Quartet Community Foundation	1,042	3,000	(1,792)	-	2,250
Independent Age Grant	7,000	-	(7,000)	-	-
Groundwork UK	-	250	(250)	-	-
Mable Cooper Charitable Trust	-	1,000	(1,000)	-	-
	<u>26,177</u>	<u>72,556</u>	<u>(75,547)</u>	<u>-</u>	<u>23,186</u>
Invoiced transport payments	6,948	17,578	(24,526)	-	-
	<u>33,125</u>	<u>90,134</u>	<u>(100,073)</u>	<u>-</u>	<u>23,186</u>

## 9 Reconciliation of net movement in funds to net cash flow from operating activities

	2022	2021
	£	£
Net Movement in funds	(4,045)	22,299
Adjustments for:		
Depreciation	266	266
(Increase)/Decrease in debtors	(2,674)	389
Increase/(Decrease) in creditors	265	(1,984)
<b>Net Cash used in operating activities</b>	<b>(6,188)</b>	<b>20,970</b>

### **Swan Advice Network is a private company limited by guarantee and incorporated in England. Its registered office is:**

Leigh House, 1 Wells Road, Radstock, Bath & North East Somerset BA3 3RN  
Charity Number: 1141396 Company Number: 6883950

The charity was first registered in 1985, following the original establishment in 1984 with charity number 900172. The Charity's constitution established the aims and objectives of Swan Advice Network. Under this constitution, the Executive Committee are elected at the Annual General Meeting to serve a period of one year. The limited company was established in 2009 when the charity number was required to change as a result.

#### **Executive Committee (Trustees) 2021/22:**

Cllr Chris Davis - Chair  
Susan Charles - Vice Chair  
Cllr Michael Evans  
Charles Gerrish  
Colin Allen - Treasurer (Appointed 10/02/2021)  
Moriah Nell - Resigned 7/4/2022

**Company Secretary:** Sue Bright

**Manager:** Sarah Williams

#### **Independent Examiners:**

Mr J. L. Battle FCCA MAAT  
Concept Accountancy & Business Services Limited,  
12 Spencer Drive, Midsomer Norton, BA3 2DN.

**Swan is very grateful to all bodies and organisations who have provided or enabled funding to ensure that Swan's work was possible during this year:**

**B&NES Council, West of England Combined Authority  
Quartet Community Foundation, Mable Cooper Charitable Trust,  
Radstock Town Council, Keynsham Town Council,  
Westfield Parish Council, Groundwork UK**

**Swan trustees and management would like to recognise the large contributions made to the smooth running of Swan's work by the volunteer drivers and volunteer administrative staff member.**

## **Swan Contacts**

### **Swan Volunteer Transport Scheme**

**Tel: 01761 439548, Email: [office@swan-transport.co.uk](mailto:office@swan-transport.co.uk)**

### **Swan Manager - Sarah Williams**

**Tel: 01761 435643, Email: [ceo@swan-transport.co.uk](mailto:ceo@swan-transport.co.uk)**

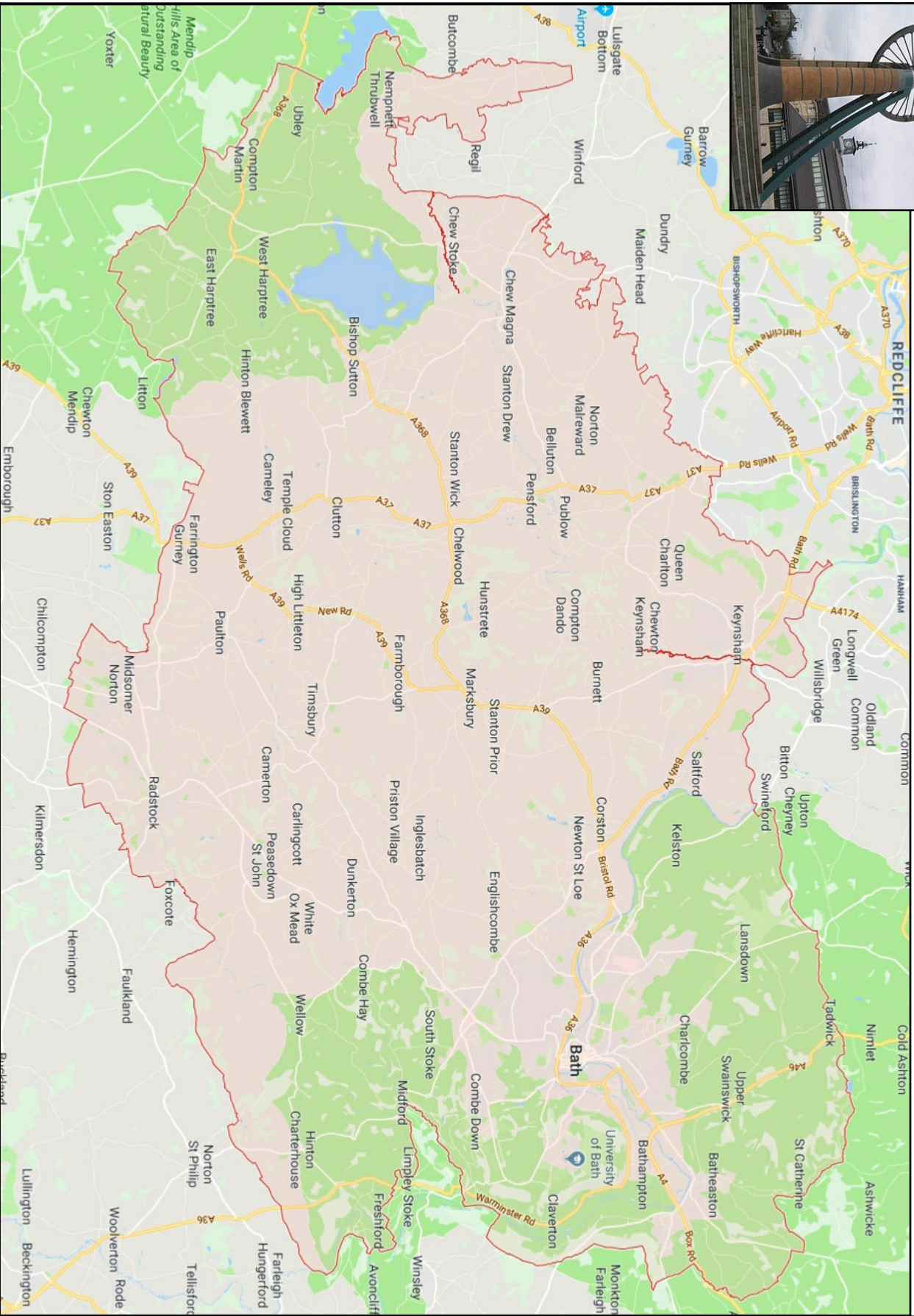
**Address: Leigh House, 1 Wells Road, Radstock BA3 3RN**

**Website: [swan.chessck.co.uk](http://swan.chessck.co.uk)**

**<https://localgiving.org/charity/swan-transport/>**

**<https://www.facebook.com/swantransport/>**

# Swan Transport - Located in Radstock



**- Covering the whole of Bath and North East Somerset -**

**SWAN ADVICE NETWORK**

England & Wales - Charity number 1141396

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# Accounts

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**Registered number**  
**06883950**

**Charity number**  
**1141396**

**Swan Advice Network**  
**Report and Financial Statements**  
**31 March 2021**

**Swan Advice Network  
Report and Financial Statements  
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**Swan Advice Network  
Company Information**

**Executive committee**

Chris Davis (Chair)  
Susan Charles (Vice Chair)  
Cllr Michael Evans  
Charles Gerrish  
Cllr Tony Crouch (Died December 2020)  
Dr Paul Richards (Resigned 26/09/2020)  
Colin Allen (Treasurer) (Appointed 10/02/2021)  
Moriah Nell (Appointed 10/02/2021)

**Secretary**

Sue Bright

**Manager**

Sarah Williams

**Independent Examiner**

Mr J L Battle FCCA MAAT  
12 Spencer Drive  
Midsomer Norton  
Radstock  
BA3 2DN

**Bankers**

Unity Trust Bank  
Four Brindley Place  
Birmingham  
B1 2JB

**Registered office**

Leigh House  
1 Wells Road  
Radstock  
Bath & North East Somerset  
BA3 3RN

**Registered number**

06883950

**Charity number**

1141396

**Swan Advice Network****Registered number: 06883950****Charity number: 1141396****Report of the Executive Committee**

The committee presents its report and accounts for the year ended 31 March 2021.

**Purpose**

SWAN's purpose, as set out in its Memorandum and Articles of Association is to provide a range of advice and access services aimed at alleviating need and hardship in Bath and North East Somerset (BANES) and the surrounding areas.

To achieve this purpose the charity pursues the following objectives:

- To provide transport to access services and activities
- To support tackling loneliness in our communities, including through transport services
- To provide advice, on site and through outreach
- To work with other agencies to target services and improve access to services
- To maintain the process of organisational development
- To establish continuous streams of funding for SWAN's work

**Organisational Development**

Swan reviews its activities each year looking at what we have achieved and the outcomes of our work. The review looks at the success of each activity and the benefits brought to the people we are set up to help. We have referred to the information contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. This year development has been impacted by Covid so has meant the transfer to meetings online, telephoning clients rather than being able to take them out and looking at ways to enable easier transition between home and office working.

**How Our Activities Deliver Public Benefit**

Our main activities and those we help are summarised below. Our purpose limits the services we provide to residents in BANES and the surrounding areas and our funding limits the number of people we can help. Our services are provided free to our clients although we accept donations towards the costs of our transport journeys.

**Achievement and Performance***Volunteer Transport Scheme*

Swan's transport falls into 3 projects: Supporting People, Community Transport and Access to Health. The Supporting People project provides transport to enable clients of Social Services to access a range of activities, whether it be shopping or attending a luncheon club, day care or further education. It is also used to enable disabled people on low income to access activities that they would not otherwise be able to get to. The Access to Health project enables passengers to get to health related appointments and this year has included journeys to Covid vaccinations, and Community Transport covers any other destinations.

In total Swan's transport service has undertaken 1160 journeys this year. Journey numbers were severely restricted by the Covid pandemic with no journeys between 1st April and 12th July and they picked up slowly from then. The BANES funded Supporting People transport undertook 387 journeys – just 19% of the previous year. Swan undertook 535 health related journeys (1272 in 19/20) and 238 other journeys (1649 in 19/20). Since July Swan has averaged 128 journeys per month compared to 420 journeys per month during the year 19/20.

**Swan Advice Network****Registered number: 06883950****Charity number: 1141396****Report of the Executive Committee (continued)***Social Sessions for Older, Vulnerable and Isolated People*

As part of Swan's developmental work related to loneliness, Swan had been operating monthly 'Cuppa and Chat' sessions which following lockdown had to finish. Instead these people were telephoned regularly at home to check on their wellbeing and to offer advice or direct them to other services where appropriate. This has continued throughout the year with plans being made to reconvene in the new financial year when lockdown restrictions allow. A survey was also carried out in this time to gather information as to how our passengers and Cuppa and Chat clients were faring.

**Impact of Coronavirus**

The transport service ceased with the start of lockdown and our Book keeper was asked to stay at home due to his age as were our volunteer drivers. Other staff were asked to work from home where possible and the Manager went into the office once a week. Our 2 transport staff continued to work for April and May but furlough was utilised in June, and to a lesser extent in July and August whilst waiting for the results of funding applications to help through this difficult period. Transport recommenced from mid July and we applied the NHS Patient Transport Guidelines to our service with volunteer drivers provided with PPE – facemasks and disinfectant from this time. Transport staff and our book keeper have returned to working in the office as home working was difficult with their roles but the Manager has been able to work from home just going into the office once a week. Our office building is shared with other charities but Swan have been the only staff in regular attendance for most of the year. The working hours of Swan's 4 staff were equivalent to 1.93 of a full time worker for the 9 months unaffected by furlough.

**Use of Volunteers**

With 11 of our volunteer drivers having to self isolate, we have recruited 9 new volunteers who have helped enormously when regular volunteers were unavailable during this difficult period. Inductions were carried out via Zoom and sadly volunteer drivers have been asked to remain on the doorstep rather than receiving their usual welcome and beverage in the transport office. We have had 22 active volunteer drivers through the year and 2 have left. Our administration volunteer has been unable to help in the office this year due to her own medical vulnerability. Our trustees are all volunteers and meetings have been held on Zoom throughout the year.

**Financial Review***Financial position at year end*

Following a successful grant funding search during this difficult year the incoming resources for the year amounted to £103,571 and expenditure was lower than normal due to fewer volunteer reimbursements at £81,272.

*Reserves Policy*

The Executive Committee has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets (the free reserves) held by the charity should be at least 3 months operating costs (circa £25,000) and are now designated for this purpose and used to be shown as General Fund. General fund in 2019/20 was £27744. With 3 months operating costs taken out Swan's free reserves at the end 2020/21 stood at £4,225. In addition, Swan has established designated funds for a sickness reserve (£5000) and redundancy provision for a worse case scenario (£25400). This represents a reserves target of £55400. At this level the Executive Committee feels that Swan would be able to continue the usual activities of the charity in the event of a significant drop in funding. Were that to occur, it would obviously be necessary to consider how the funding would be replaced or activities changed.

**Swan Advice Network**

**Registered number: 06883950**

**Charity number: 1141396**

**Report of the Executive Committee (continued)**

**Trustees' responsibilities in relation to the financial statements**

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

Company law requires the 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 Statement of Recommended Practice;
- 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.

**Statement as to disclosure to our Independent Examiners**

In so far as the trustees are aware at the time of approving our trustees' annual report:

- there is no relevant information, being information needed by the examiner in connection with preparing their report, of which the charitable company's examiner is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the examiner is aware of that information.

This report has been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime and Statement of Recommended Practice - Accounting and Reporting by Charities.

This report was approved by the board on 8 September 2021 and signed by its order.

Chris Davis  
Chair



Susan Charles  
Vice Chair



## **Swan Advice Network Accountants' Report**

### **Independent examiner's report to the trustees of Swan Advice Network**

I report on the accounts of the company for the year ended 31st March 2021, which are set out on pages 10 to 17.

#### **Respective responsibilities of trustees and examiner**

The charity's trustees (who are also directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 (2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- a) examine the accounts under section 145 of the 2011 Act;
- b) to follow the procedures laid down in the general directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- c) to state whether particular matters have come to my attention.

#### **Basis of independent examiner's report**

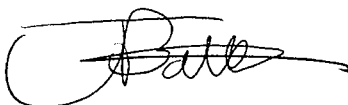
My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

#### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect, the requirements:
  - a) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice - Accounting and Reporting by Charities have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mr J L Battle FCCA MAAT  
12 Spencer Drive  
Midsomer Norton  
Radstock  
BA3 2DN



8 September 2021

**Swan Advice Network  
Statement of Financial Activities  
for the year ended 31 March 2021**

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
<b>Income</b>	2				
Donations		5,869	90,754	96,623	86,935
Charitable activities		-	6,948	6,948	24,540
<b>Total income</b>		<u>5,869</u>	<u>97,702</u>	<u>103,571</u>	<u>111,475</u>
<b>Expenditure</b>	3				
Cost of raising funds:		-	7,000	7,000	-
Charitable activities		-	74,272	74,272	97,146
<b>Net income/(expenditure) and net movement in funds for the year</b>		<u>5,869</u>	<u>16,430</u>	<u>22,299</u>	<u>14,329</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		53,719	16,695	70,414	56,085
<b>Total funds carried forward</b>		<u>59,588</u>	<u>33,125</u>	<u>92,713</u>	<u>70,414</u>

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

**Swan Advice Network**  
**Registered number:**  
**Balance Sheet**  
**as at 31 March 2021**

06883950

	Notes	2021 £	2020 £
<b>Fixed assets</b>			
Tangible assets	5	1,064	1,330
<b>Current assets</b>			
Debtors	6	917	1,306
Cash at bank and in hand		92,056	71,086
		<u>92,973</u>	<u>72,392</u>
<b>Creditors: amounts falling due within one year</b>	7	(1,324)	(3,308)
<b>Net current assets</b>		<u>91,649</u>	<u>69,084</u>
<b>Net assets</b>		<u>92,713</u>	<u>70,414</u>
<b>Funds</b>	9		
Unrestricted funds		59,588	53,719
Restricted funds		33,125	16,695
<b>Total funds</b>		<u>92,713</u>	<u>70,414</u>

The trustees are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Act.

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

The accounts have been prepared and delivered in accordance with the special provisions applicable to companies subject to the small companies regime.



Mr Colin Allen  
Treasurer

Approved by the board of trustees on 8 September 2021

**Swan Advice Network  
Notes to the Accounts  
for the year ended 31 March 2021**

**10 Reconciliation of net movement in funds to net cash flow from operating activities**

	<b>2021</b>	<b>2020</b>
	£	£
Net Movement in funds	22,299	14,329
Adjustments for:		
Depreciation	266	-
(Increase)/Decrease in debtors	389	270
Increase/(Decrease) in creditors	(1,984)	1,646
<b>Net Cash used in operating activities</b>	<u>20,970</u>	<u>16,245</u>

**11 Other information**

Swan Advice Network is a private company limited by guarantee and incorporated in England.  
Its registered office is:

Leigh House  
1 Wells Road  
Radstock  
Bath & North East Somerset  
BA3 3RN