

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

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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

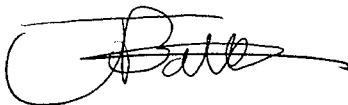
My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or 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 £
Income	2				
Donations		5,869	90,754	96,623	86,935
Charitable activities		-	6,948	6,948	24,540
Total income		<u>5,869</u>	<u>97,702</u>	<u>103,571</u>	<u>111,475</u>
Expenditure	3				
Cost of raising funds:		-	7,000	7,000	-
Charitable activities		-	74,272	74,272	97,146
Net income/(expenditure) and net movement in funds for the year		<u>5,869</u>	<u>16,430</u>	<u>22,299</u>	<u>14,329</u>
Reconciliation of funds					
Total funds brought forward		53,719	16,695	70,414	56,085
Total funds carried forward		<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 £
Fixed assets			
Tangible assets	5	1,064	1,330
Current assets			
Debtors	6	917	1,306
Cash at bank and in hand		92,056	71,086
		92,973	72,392
Creditors: amounts falling due within one year	7	(1,324)	(3,308)
Net current assets		91,649	69,084
Net assets		92,713	70,414
Funds	9		
Unrestricted funds		59,588	53,719
Restricted funds		33,125	16,695
Total funds		92,713	70,414

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

	2021	2020
	£	£
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
Net Cash used in operating activities	20,970	16,245

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